



Facility Rental Information & Guidelines

Thank you for your interest in using The Box as a gathering place. The Box is currently managed by CitySalt and located on E. 19th Ave. between Hilyard and Patterson near the University of Oregon campus and close to Downtown Eugene.

Along with regular programs and tenants of CitySalt, The Box can be used to host weddings, memorial services, conferences, concerts, banquets, workshops, seminars and celebrations. It's a great venue for gatherings from 25 to 300 guests and consists of a main meeting room, foyer, kitchen, serving area, restrooms (2), WIFI and audio/visual support when needed.

Groups are expected to agree with, and abide by, the policies and procedures outlined (and implied) in this document. Smoking or vaping is not permitted inside The Box. We are currently not approved to accommodate events serving alcoholic beverages. Consuming alcohol is not permitted in buildings or on the grounds of The Box.

For more information, you may visit us online at www.citysalt.org/thebox

Physical Address:

The Box
661 E. 19th Ave.
Eugene, Oregon 97401

Mailing Address:

CitySalt/The Box
PO Box 90747
Eugene, Oregon 97404

Contact/Info:

phone | (541) 632-4182
email: thebox@citysalt.org
web: www.citysalt.org/thebox



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A checklist is provided



1. How Can One Request Use of The Box?

- 1.1. A tour of The Facility can be arranged for those unfamiliar with the facility. Information, pictures, layout and other resources are available at www.citysalt.org/thebox to help determine if this venue is a good fit for your event.
- 1.2. If interested in subleasing The Box on an ongoing basis, there will be additional information needed for consideration.
- 1.3. Requests for use of The Box can be submitted online by using the Facility Rental Application that can be accessed at www.citysalt.org/thebox. Requests will need to include the following information:
 - 1.3.1. Information about responsible person or entity
 - 1.3.2. Requested days/times of event or gathering (Include time for set up/clean up)
 - 1.3.3. Name and brief description of event/gathering
 - 1.3.4. Estimated attendance
 - 1.3.5. Facility, furniture and equipment needs
 - 1.3.6. Audio/video or media support
 - 1.3.7. Other details relevant to event needs and facility use
- 1.4. The representative requesting use of the facility must coordinate and be onsite for the duration of the event.
- 1.5. The following steps must be completed prior to securing a date:
 - 1.5.1. Complete an online [Facility Rental Application](#)
 - 1.5.2. Pending application review, schedule availability and confirm of rental fee
 - 1.5.3. Security Deposit Paid
 - 1.5.4. Release & Waiver Form signed and submitted
- 1.6. The Facility Rental Application will be acknowledged within 2 business days and then reviewed by a representative from The Box. Review of the application may take up to 7-10 days for review and consideration of necessary staffing and/or resources (i.e. custodians, room set-up, security, heat/air, lights, insurance, table decorations, media needs, etc.). Rental inquiries will then be notified of approval status. The Box, CitySalt or Landlord reserves the right to decline a facility rental request for any reason.
- 1.7. Groups whose purposes conflict with the values of Landlord and Tenants of The Box will not be allowed to rent or use facilities. This will be part of the evaluation period upon completion of the Facility Rental Application
- 1.8. Upon confirmation, approved events will be added to The Box schedule once the Security Deposit (for damages/cleaning) has been paid and a signed Release and Waiver Form has been signed and submitted.



2. What Are The Rental Fees?

- 2.1. A Rental Fee Schedule is available online at www.citysalt.org/thebox or can be requested by sending an email request to thebox@citysalt.org. The Rental Fee Schedule is subject to change based on guest group or event needs based on the following information:

Main Meeting Room (evenings and weekends)	Includes chairs and tables that are in current inventory	\$___ per hour 4-hour minimum*
Main Meeting Room (M-F/8am-5pm)	Includes chairs and tables available in inventory	\$___ per hour 2-hour minimum*
*Kitchen	Requires a person in charge with current Food Handlers License	<i>Add \$___ per hour</i>
*Audio/Video System w/Technician	<i>If a group can provide an experienced and approved audio/video tech, a discount may be available.</i>	<i>Add \$___ per hour</i>
Espresso w/Baristas	When/If Baristas are available	<i>Special Quote</i>
Cleaning Fee	If the group prefers to have us schedule a cleaning service	\$___
Security Deposit	Returned after the event is over	\$___
Friends and Family Discount	Qualification at the discretion of The Box Staff	___ %

- 2.2. Special consideration of fees will be applied to CitySalt staff, leadership and members wishing to use The Box.
- 2.3. The Security Deposit must be paid at the time the event is booked and accompanied by The Rental Agreement and Release Form.
- 2.4. The Rental Fee for an approved event must be paid in full ten (10) days prior the event.
- 2.5. If an event is canceled by the rental group within ten (10) working days of its scheduled occurrence, a cancellation fee equal to the Security Deposit will apply.
- 2.6. **Payments** are to be submitted in the form of a check and mailed to the following address:

CitySalt | The Box
PO Box 90747
Eugene, OR 97404

(please include event date in the memo section)

**a dropbox is available onsite*

- 2.7. An onsite drop box is located near the NW entrance (off the alley) for payments, keys and



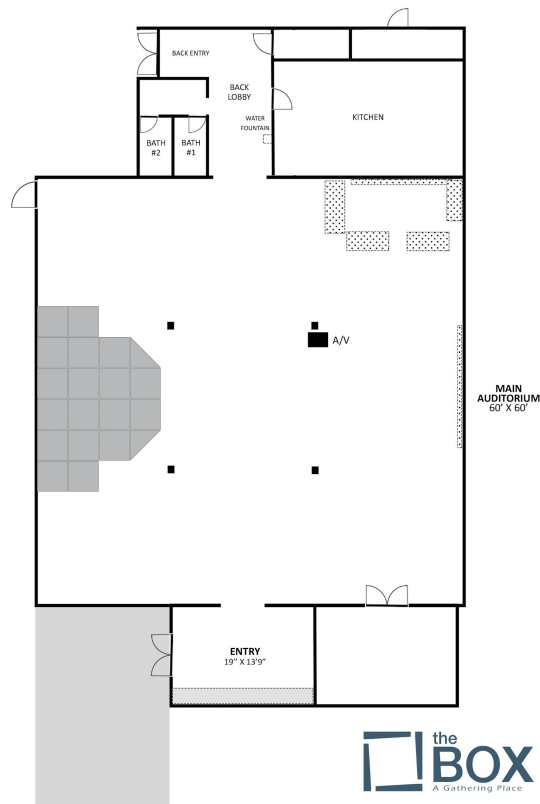
forms **ONLY IF** arrangements have been made with a representative of The Box. Please do not send mail to the physical address.

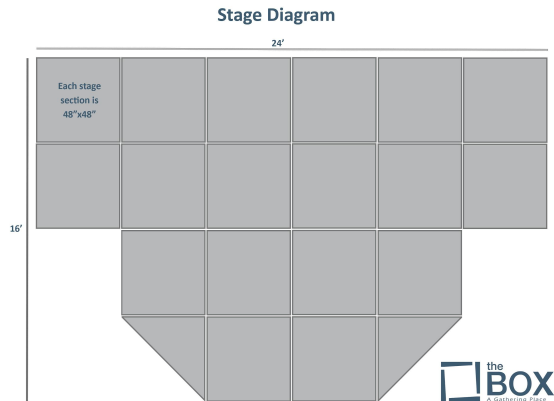
- 2.8. Facility, furniture and equipment will be inspected by a representative for The Box following each use. The Security Deposit will be returned in part or whole, within ten (10) working days if the facility is left clean and in good condition.
- 2.9. Should there be any broken, misplaced, unusable equipment or materials as a result of the activity/event it shall be the responsibility of the person(s) and/or group(s) authorized organizers, who signed the Facilities Use Request Form for The Box. This person shall reimburse CitySalt for the cost of needed repairs or replacement costs (by vendors/supplies selected by The Box).

3. What Are The Details and Amenities of The Box?

Information, diagrams, furniture, equipment, pictures, layouts and other details are available at www.citysalt.org/thebox to help get an idea of what is available.

- 3.1. **Main Meeting Room:** The Main Meeting Room is 60'x60' with a 10' ceiling height and wood grained Vinyl Plank Flooring. The room include a 24'x16'x8" stage and full audio, video and lighting options. It also includes a food service area and coffee bar. **Espresso machine is only available with special consideration.*





- 3.2. **Restrooms:** There are two (2) private restrooms and each is outfitted with diaper changing stations.
- 3.3. **Parking:** Parking is a premium and limited in the university district. Depending on the day of the time/day of the week, parking options may change. Options may or may not include:
 - 3.3.1. Alley parking lot (shared with other tenants)
 - 3.3.2. Street parking (time limits apply)
 - 3.3.3. Applegate Medical Lot (available M-F after 5:30pm and weekends)
 - 3.3.4. South Eugene High School (available during non-school days/hours)
- 3.4. **Kitchen:** The kitchen is outfitted with refrigerator, commercial dishwasher, coffee service, large prep counter, 2 serving windows to Main Meeting Room, microwave, commercial vent/hood, commercial natural gas appliances (ovens, stove top burners and grill). We also have an assortment of dishes, silverware, glasses, trays, serving bowls and beverage dispensers available for use.
 - 3.4.1. One designated person shall possess a valid State of Oregon Food Handlers Permit and kitchen helpers need to comply with Oregon State Health requirements.
 - 3.4.2. Shared refrigerator and freezer space will be made available when kitchen is rented. Please refrain from using items designated for other groups.
 - 3.4.3. No children under the age of 12 are to be in the Kitchen for their safety. Kids under 18 years old must be accompanied by an adult over 21 years of age.
 - 3.4.4. Kitchen utensils, equipment are not to be used for non-food related purposes.



3.5. Audio/Visual Equipment:

- 3.5.1. All media and technological needs (i.e., Sound, lighting, staging, computer, video, etc.) must be requested and approved before use.
- 3.5.2. Sound, audio, stage lighting and musical equipment may only be used by authorized and trained technicians and for an addition fee.

ITEM	DETAILS	QUANTITY
16 Digital Sound system	Includes amps, equalizer and speakers	
Stage Monitors		
Keyboard/Electric Piano		
Mics (corded)		
Cordless Mics (handheld)		
Cordless Over-Ear Mic		
Projectors/Screens	10' Screens with ceiling mounted projectors	
Music Stands		

**A/V inventory is subject to change*



3.6. Furniture and Equipment:

48" Folding Round Tables	Brown PVC coated tops/5-7 chairs per table	18
72"x30" Folding Tables	White plastic	4
96"x36" Folding Tables	Brown wood-grained	4
48"x24" Folding Tables	White plastic	1
Beige Padded Chairs	Stacking Event Chairs	125+
Love Seat Couches	Espresso Brown Vinyl (per people per unit)	5
Bar Stools	Black metal/vinyl bar height stools	16
30" Barista Tables	Black Formica tops with chrome/black post	8
Portable Serving Islands	Rolling 74"x32 1/2" w/galvanized metal tops	2



4. What Are The Expectations and Guidelines for Use?

4.1. General:

- 4.1.1. The Facilities should be treated with respect at all times. Every effort should be made to leave facility, equipment and grounds in as good or better condition than they were found.
- 4.1.2. All activities must be well supervised in order to ensure the safety of all participants and proper use and care of the facilities, equipment and grounds. This includes having designated people that monitor access points during the event.
- 4.1.3. The individual who signed the Facility Use Request Form is responsible for providing adequate supervision and care on behalf of all guests using the facilities.
- 4.1.4. Any property left on the premises by those using the facilities will, after a period of thirty (30) days from the last usage, be deemed abandoned and become the property of The Box.
- 4.1.5. In compliance with our tax-exempt status, no partisan political events will be scheduled.
- 4.1.6. Users are responsible for their own set-up and clean-up and will be billed for damages or losses in excess of the deposit.
- 4.1.7. *Please DO NOT use Sound Board or Espresso Machine unless otherwise arranged.*

4.2. Furniture and Equipment:

- 4.2.1. Equipment and furnishings shall not be removed or rearranged, except as approved in advance. No furniture or equipment may be used outside, borrowed or removed from the property without the prior approval.
- 4.2.2. Any broken/misplaced/unusable equipment or materials as a result of the activity/event shall be the responsibility of the person who signed the Release and Waiver Form.

4.3. Decorations:

- 4.3.1. All decorations or adjustments to the space must be approved.
- 4.3.2. Renter must supply their own tools and ladders.
- 4.3.3. Tape, tacks, nails, or other penetrating objects are not to be used on walls or woodwork anywhere in the building. If you need to use tape, please use the blue



masking tape. **Duct tape is not to be used under any circumstances.**

- 4.3.4. No signs, banners, flags, streamers, etc. are to be attached or hung from any interior or exterior wall, post or beam without prior approval.
- 4.3.5. No fog machines; these will set off the smoke alarms.
- 4.3.6. No candles (LED lights only).
- 4.3.7. All scenery or props must be free-standing and non-combustible.
- 4.3.8. **No rice, bird seed, confetti or GLITTER** may be used or thrown inside or outside the facility.

4.4. Food:

- 4.4.1. No alcoholic beverages or illegal drugs are allowed on the premises. No smoking or vaping is permitted inside or immediately adjacent to the building (within 50 feet of the building entrances).
- 4.4.2. No red or grape punch is allowed inside the building.

4.5. Animals, Safety and Capacity:

- 4.5.1. Animals shall not be brought into any part of the building. Exceptions may be made for ADA service dogs.
- 4.5.2. Weapons of any kind are not allowed on grounds and facilities unless they are in the possession of a law enforcement officer or approved or licensed personnel under the direction of The Box personnel.
- 4.5.3. All guests are expected to respect and honor our neighbors and other groups who may be using the parking, facilities and/or grounds. Activities that may be potentially harmful or unsafe (e.g. standing on tables) are not allowed.
- 4.5.4. The Box Host or representative reserves the right to monitor, intervene or terminate the event at any time.
- 4.5.5. At least one rental supervisor is required to be on duty; this fee is included in the rental charge.
- 4.5.6. Security personnel may be required for certain uses or activities as determined by the facility supervisor.
- 4.5.7. Report any problems or damage to a Host or representative for The Box immediately by calling (541) 632-4182. Capacity limits must be followed in accordance with the City of Eugene Fire Code (Occupancy for The Box: 514 people/standing or chairs, 240 people w/chairs and tables).
- 4.5.8. All activities conducted within the facilities and on property must conform to all



City of Eugene, Oregon, safety and fire codes. Activities that are likely to damage or deface the property are not allowed.

- 4.5.9. North, South and West exit doors shall not be blocked, covered, or restricted at any time during an event. Exit signs may never be covered.

4.6. Rental Agreement and Release Form: (excerpt from actual form)

"I certify that I am an authorized representative of the above organization (if any). I certify that the above statements are true to the best of my knowledge. Access to the Facility Rental Guidelines has been made available and I and/or the organization I represent agree to be bound by all applicable rules and guidelines pertaining to use of The Box. I and/or the organization I represent understand that any violation of any of these agreements will result in forfeiture of deposit and immediate termination of the event, and could jeopardize future use of The Box.

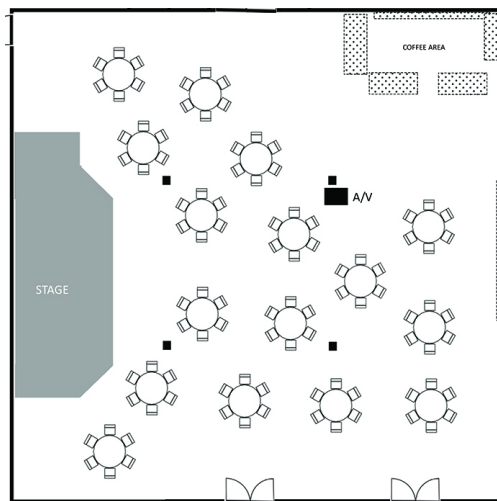
I and/or the organization I represent agree to indemnify, defend, and hold harmless The Box, International Church of the Foursquare Gospel, CitySalt Church, Emerald Community Fellowship and any officials, agents, members, directors and employees from and against any and all claims of injury to property or persons that may arise as a result of any activity occurring while renting The Box including any claims brought by third parties. I and/or the organization I represent agree to pay all costs of damage and/or vandalism to premises or facilities used in relation to the event for which I seek a rental agreement."

5. What are The Clean Up Expectations and Procedures? (checklist)

Tables, Chairs and Furniture

- Wipe down tables, chairs, stools, couches and bistro tables
- Unless you have made other arrangements, please return tables, chairs and furniture to the way you found them.
- Extra chairs need to be stacked (5 or 10 high) and placed in the SW corner of the room.
- Extra rectangle tables can be stacked against the East wall near the equipment storage room.
- Extra round tables can be returned to the rolling table racks.

Round Tables/Chairs Base Set: _____ tables w/six (6) per table.



Floors

- Vacuums, Brooms, dustpans, mop/bucket, cleaning supplies and trash liners are all located in janitorial closet opposite back door by alley entrance. It is marked "Employees Only."
- Use small brooms to clean corners, edges and hard to reach places. The larger dust mop can be used for larger open spaces.
- A mop and rolling bucket is available in case of spills or tracked debris that needs to be cleaned
- Vacuum carpet areas and rugs near entrances and stage.

Bathrooms

- Double check that bathrooms are clean.
- Sweep, mop and wipe down toilets and sinks as needed.
- Empty trash and replace liners.
- Turn off both light and fan switches (red lighted switch).

Garbage/Recycling

- Make sure all small and large garbage cans are emptied.
- Consolidate and replace liners as you see fit.
- Replacement liners are in the Janitorial Closet.
 - 2 Large Cans (Kitchen and Espresso Area) use Large bags
 - 5 Small Cans (Bathrooms, Janitorial Closet and (2) Main Meeting Room) use small liners
- Take all garbage to our dumpster in the alley (straight across from backdoors).
- This dumpster is locked. Key can be found in the janitorial closet (opposite the back door) hanging on the wall above the mop sink on a keychain labeled "Dumpster Key"
- Leave all recycling (paper, cardboard and metal only) in the grey tub in the kitchen under the dishwasher counter (close to the door).
- Be sure to clean out any recyclable containers used for food (pop cans, canned food cans).

Lights/Fans

- Turn off all the lights. (kitchen, bathrooms, both entryways, storage room, broom closet, stage, Main Meeting Room)
- Stage lights are operated by light controller near the soundboard. Make sure all busses on the whole board are all slid all the way down except the "Y Crossfader" leave this buss slide all the way up.
- Switch for front entry (near 19th st) is in the Main Meeting Room close to storage closet doors.
- Switch for outside entry (NW corner of building from alley) is in the Janitorial Closet.
- Main Meeting Room lights are on three (3) dimmer switches near the doors heading from the Main Meeting Room toward the bathrooms just to the left. Be sure to turn switches all the way till they "click" off. (not just really dim)
- Mason Jar lights across back wall are on a motion sensor switch. Don't try to turn these off.

Decorations and Signs

- Please encourage your team to use the same enthusiasm taking down the decorations as they did putting them up. This means completely removing all items, string, wire and/or approved tape prior to departure.
- All equipment and supplies brought in must be removed upon departure

Grounds and Parking Areas

- Picking up trash and debris

Doors

- Un-dog all entry doors (two sets) leave doors in the locked position. We recommend giving a quick push on each door to ensure the lock is latched and it does not swing open. Use "hex-key" located on a wall hook on each set of doors.
- Make sure to return hex key to hook near each door after use.
- Make sure emergency exit door from Main Meeting Room to the alley is latched
- Clean glass as needed



Thermostat for Heat/Cooling System

- Thermostat is located under the clock on the pillar near the soundboard area.
- Reset thermostat back to 65° before leaving

Kitchen

- Wash, dry and return any kitchen supplies to the locations you found them. The triple bay sink is available for handwashing. The dishwasher is also available and directions are located on the wall above. Please be sure to turn the dishwasher off after use.
- Double check that all stove burners, ovens and griddle are turned off. Pilot lights will remain on.
- Leave any used towels/rags on island counter to be laundered
- Empty trash cans and replace liners. New trash liners are located in the Janitorial Closet.
- Remove ALL food that was brought by your group.

NOTE: If you happen to smell a strong natural gas odor, you may reach behind ovens and turn off all three gas line valves. The "off" position is when valve handles are perpendicular to the gas line.

Last Update: 01-25-2023