

Rental date _____
Date Deposit paid _____
Date Rental fee paid _____
Areas rented _____

Umpqua Community Center, Inc.

806 Hubbard Creek Road, PO Box 2
Umpqua, OR 97486
541-459-6319

THIS AGREEMENT, made as of this _____ day of _____, 20____, by and between Umpqua Community Center, Inc., 806 Hubbard Creek Road, Umpqua and _____.

Name of responsible party

1. Rental agreement:

- a. Complete Event Rental Agreement and return to Umpqua Community Center with security deposit check within 15 days of reservation to secure the date. Facility is not booked until agreement and deposit have been received.
- b. Full rental fee is due before 30 days of the event. Failure to do so will result in cancellation of date and forfeiture of deposit.
- c. For rentals less than 30 days in advance of the event all fees are due at the time of signing the contract.

2. Rental fees:

- a. Full facility: Multipurpose room, kitchen, with included tables and chairs.
Meeting room with tables and chairs
Play shed, and playground, with picnic tables. (Full day) \$200.00
- b. Multipurpose room, kitchen, 13 tables and 60 chairs. (Full day) \$100.00
- c. Meeting Room 30'x30' room which includes a sink,
6 tables and 30 chairs. (Full day) \$ 55.00
- d. Play shed and playground, with picnic tables. (Full day) \$ 50.00

3. Rental times include set up and clean up: No rental available past 11:00 p.m.

- a. All events are to start and end at the stated hours without exception. Forfeiture of Security Deposit will result if premises are not vacated within contract times.
- b. Cancellation of an event will result in forfeiture of one half of the rental fee if less than 30 days before the event.

4. Security deposit: \$100

- a. A security deposit is required to cover cleaning costs if the space is not returned in clean condition, as well as any damages that have occurred. A list of cleaning requirements and important reminders is attached to this agreement. Please provide a separate \$100 security check (made payable to Umpqua Community Center) which will be held (not cashed) until the end of the function. It is our policy to destroy deposit checks unless a **self-addressed stamped envelope** accompanies the agreement. We will inform you in a timely manner if there are problems with the clean up or damages after your event.

5. Cleaning responsibilities:

- a. Please read the attached cleaning responsibilities and reminders to familiarize yourself with your responsibilities. Copies of these are posted at the Community Center as well. Cleaning supplies are provided for your use and stored in each room.

6. Rules and regulations for your rental contract:

- a. No pets will be allowed on the premises, including rooms, parking area, play shed, and playground (excluding service animals).
- b. All guests attending the event shall remain within the designated areas.
- c. No fireworks, candles, or an open flame as this is a fire hazard.
- d. No firearms on premises.

7. Alcohol:

- a. Consumption of alcohol is prohibited unless a Certificate of Insurance that includes Liquor Liability is on file with UCC within 30 days of the event (this is a rider on a homeowner's policy). The Umpqua Community Center will be held harmless and free of any liability if alcohol is served on the premises. A waiver/hold harmless agreement is available if you cannot obtain insurance. The renter is responsible as the social host and is liable if there is an alcohol related accident or injury. We strongly encourage following all rules adopted by the Oregon Liquor Control Commission.

8. Smoking:

- a. The center is a non-smoking facility (including e-cigarettes). Smoking is allowed in the roadside parking lot **only** beyond 15 feet of the front entry. Please use cigarette disposal receptacles and clean up all butts. Under no circumstances is smoking allowed in the room, parking lot, playground or play shed.
- b. The danger of fire is a concern and any evidence of smoking, including butts, will result in a forfeiture of the cleaning deposit.

9. Drinking Water:

- a. The water at the center meets the standards of the Douglas County Health Department. We recommend, however, that you provide bottled water for your event (as we do) to ensure consistent fresh tasting water.

The Umpqua Community Center, Inc. has the right to refuse rental of any portion of the property in accordance with its statement of purpose. Umpqua Community Center also has the right to impose additional rules and regulations on any event as they deem necessary. Umpqua Community Center has the right to terminate the rental agreement at any time if the rules or regulations are violated or if the safety or the wellbeing of others is in question.

Signer agrees to leave the premises in the same condition as when the terms of agreement commenced. The Center and its designated representatives have the right to revoke any rentals if deemed necessary and/or impose additional rules and regulations.

Thank you for supporting our center. We hope you enjoy your event.

I, the undersigned, have read and understand that violation of the conditions may jeopardize further use of the facility and/or result in termination of use. I, and/or the organization I represent, agree to indemnify, defend and hold harmless the Umpqua Community Center and its governing board from and against any, and all injuries, claims, damages, losses, and expenses, including attorney fees and costs from the use of the facility by the renter and their attendees.

Signature of responsible party	Printed name of responsible party	Date signed
Address: _____ Phone: _____ Email: _____		
Mailing address (if different): _____ Additional phone contact _____		

Date of event	Start time	End time
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Purpose of event	Areas of rental
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For use by Umpqua Community Center

Rental Fee _____	Check _____ Cash _____	Deposit _____	Check _____ Cash _____
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Total amount due including deposit: _____ Total Paid: _____

Signature of UCC Rep: _____ Printed Name: _____

Date inspected & deposit shredded or returned: _____ UCC Representative: _____

Umpqua Community Center, Inc.

Cleaning Instructions

Please comply with the following cleaning instructions to ensure prompt return of your security deposit and to help maintain the community center.

- 1. REMOVE ALL TRASH FROM THE CENTER. TRASH CANS WITH LINERS ARE PROVIDED FOR YOUR USE. YOUR SECURITY DEPOSIT WILL BE CHARGED FOR ANY TRASH LEFT.**

This includes cigarette butts from designated smoking area, any stray butts that might be in other areas. *Please note that if cigarette butts are found at the end of your event, your security deposit will be forfeited.

There is a can outside kitchen area for recycled plastic cans and bottles with a deposit. Recycling is encouraged and the center will recycle these if you leave them.

2. Remove all decorations, signage. Use ONLY “easy to remove tape” and NO staples.
3. Wipe down all tables and soiled chairs and return all chairs and tables to their original positions.
4. Sweep or vacuum floors and mop as needed.
5. If you are renting the kitchen:
You are welcome to use the center’s kitchenware. At conclusion of your event please wash, dry, and put away any kitchenware used. Dish towels are provided. Place all soiled kitchen linens in provided basket. The center will launder them. If you use the refrigerators, stoves and/or ovens make sure they are clean and free of leftover food. Make sure counter tops, stove tops and ovens are cleaned after use. There are cleanable oven mats, they can be removed, washed and left on top to dry.
6. Clean restrooms at end of event. Remove trash.
7. Playground, open areas, and parking lots must be free of debris. Check for cigarette butts.

Upon inspection and compliance of Cleaning Instructions for rented areas, your security deposit will be promptly shredded or returned per your request. If the cleaning instructions are not fulfilled or if damages are found, your full deposit will be forfeited. A cleaning checklist is displayed in each room for your convenience.

Signature of responsible party

Date

Umpqua Community Center, Inc.

Important Things to Remember

1. Complete Event Rental Agreement and return to Umpqua Community Center with security deposit check within 15 days of reservation to secure date. Facility is not booked until agreement and deposit have been received (Please make checks payable to Umpqua Community Center).

The full rental fee is due before 30 days of the event. Failure to do so will result in cancellation of date and forfeiture of deposit.

2. All trash must be removed from premises at conclusion of event.
3. No pets allowed on premises, including rooms, back parking area, play shed, playground (excluding service animals).
4. Alcohol consumption prohibited unless Certificate of Insurance that includes Liquor Liability is on file with Umpqua Community Center within 30 days of event.
5. Absolutely no smoking on premises. Roadside parking area beyond 10 feet of the entry is the only exception. A cigarette disposal receptacle is provided at this location. No firearms, fireworks, candles or open flames.
6. Premises must be returned in clean condition. Please follow cleaning responsibilities (attached). Cleaning supplies are provided for your use.
7. Refer to start time and end time of your event on page 2 of agreement.

It is important to know that the primary renter is responsible for compliance of these requirements.

Signature of Responsible Party _____ Date _____