



Prairie City Community Center Facility Use Agreement

Contact Information

Responsible Party or Organization _____

Phone _____ Email _____

Address _____

Alternate Contact _____

Phone _____ Email _____

Event Information

Name/Description of Event _____

Date(s)/Time of Event _____

Estimated attendance _____

Time event begins (including setup) _____

Time event ends (including cleanup) _____

Circle Yes or No below.

Open to Public?	Yes	No	Admission Fee?	Yes	No
Will food be served?	Yes	No	Will food be sold?	Yes	No
Will alcohol be served?	Yes	No	Will alcohol be sold? (if yes, see page 3)	Yes	No

Number of Chaperones _____

(Events for minors require 1 adult per 10 minors)

Rental Fees

Refunds/Cancellation Policy: No refund if event is canceled less than one week prior to scheduled event. In the event of an emergency, refund is up to discretion of board members.

All activities must be approved by GPCCA (Greater Prairie City Community Association) to insure that activities do not overlap.

Event Type	Rate	# of Days*	Total
Private Event	\$30/half day or \$60/all day for Grant County Residents		\$ _____
Private Event	\$50/half day or \$100/all day for out of County Residents		\$ _____
Open to Public Event	Donations Appreciated		
Meetings & Classes	Donations Appreciated		
Cleaning Deposit	Refundable \$75.00 Waived for returning events/users with satisfactory rental history	-----	\$ _____
Totals	Payment (if applicable) is due with the submittal of this form.		\$ _____

*Include extra days(s) as necessary for set up before and cleaning afterwards, (i.e. a wedding that needs a day to setup and a day afterwards for cleanup would be charged for 3 days).

In the event the Facility is damaged or left not as clean as you found it, the Cleaning Deposit will be forfeited, and the Responsible Party will be charged for any and all janitorial and/or repair costs incurred by the GPCCA as a result of damages.

Facility Use Guidelines

Space must be left clean and ready for the next group to use. Please refer to the following use guidelines and be sure that all participants at your event follow these guidelines. **After event, please complete, sign, and date last page of this agreement (Prairie City Community Center User Checklist) and leave it on the kitchen counter.**

- Your event must be on the GPCCA calendar, this agreement signed by both parties, and rental fee paid (if applicable); before receiving loaner key(s).
- If fees are taken for your event, or the event is open to the public, a donation to the GPCCA is appreciated to maintain the heat, water and, electrical systems.
- Responsible person must enforce rules and expectations of the Community Center, or permission may be revoked and access denied. **This is an honor system and we expect the space to be respected.**
- Do not access the upstairs or basement of the building, without GPCCA written permission. If it is necessary for sound equipment or any other purpose, please only allow necessary individuals accompanied by the responsible party.
- Please be respectful of the neighborhood, and no loud music after 11 pm.
- When your event is done, take the time to clean and put away any items used (cleaning materials are located in the kitchen area storage cabinet and bathroom closet).
- Please complete the attached cleaning checklist before leaving. Leave checklist and all building keys together on kitchen counter.
- Check for all personal belongings and check refrigerator for any leftover food or drinks you need to take with you.
- Turn off all equipment, appliances, and lights before leaving. Set thermostat per checklist instructions. Make sure all the building doors are locked.

Facility Use Guidelines, continued

- Children are not allowed to run and play on the stage (for the safety of children and our audio/visual equipment). They may be up there for concerts/plays, ceremonies, etc and with adult supervision.
- Call (541) 306-2334 and leave a message to report any issues and confirm that your event is over and the building is secured.

**In short, please leave everything the same or better than when you arrived.
Thank you!**

By signing below, you agree to the terms of this Agreement and all provisions included on page 5:

I agree to follow the use guidelines and to pay any required fees so that the building can be reserved for this event.

Checks should be made out to Greater Prairie City Community Association and mailed to PO Box 758, Prairie City, OR 97869, or fees can be paid online at www.gpccaor.org, or given a community center board member. This form can also be emailed to gpccaoffice@gmail.com. Your receipt of this signed Agreement is proof of Facility Reservation.

Signature: _____

Date: _____

GPCCA Signature/Position: _____

Date: _____

FOR GPCCA OFFICE:

May user access upstairs or basement? Yes No

GPCCA Signature/Position: _____

Other Information/Notes:

Insurance

GPCCA's insurance policies do not cover or protect against loss of the Responsible Party's/organization's or their guests' property, or damage or injury to their property.

Alcohol on the Premises

Alcohol may be consumed at the event, in accordance with the following conditions:

In general, no OLCC Special Events License is required when alcohol is available, **if** there is no payment or purchase required, and no donations of money are accepted for alcohol, for entry/admission, no tips to anyone who is pouring/helping provide the alcohol, or for any other product or service.

Private events that typically do not require an OLCC Special Events License are wedding receptions, anniversary celebrations, birthday parties, bar mitzvahs, etc.

Please call OLCC at 503-872-5198 to determine and/or confirm if you need an OLCC license. OLCC can take 10-30 days to process a license. The OLCC license must be visible in the area where alcoholic beverages are being served.

PRAIRIE CITY COMMUNITY CENTER USER CHECKLIST

- Garbage**
Pick up any garbage and place in garbage cans; take out all garbage bags (main room and bathroom) and take them with you (the Community Center does not have a garbage service, at this time)
- Bathroom**
Check that sink and toilet are cleaned and in working order
Mop floor
Take out garbage
- Kitchen (if used)**
Make sure oven and stove burners are turned **OFF**
Sweep and mop floor
Scrub and clean the kitchen sink (if used for event)
Clean up kitchen countertops (if used for event)
Check refrigerator for any food left and clean up spills (if used for event)
Take out garbage
- Main Room**
Clean tables, chairs, and pews (if used for event)
Take down all decorations used for event
Vacuum front foyer (if needed)
Sweep and mop sanctuary and kitchen floors
Place any round tables used back on table rack and stack up chairs
- Thermostat**
Set both thermostats to 40 (located on center pole by kitchen/main room) follow instructions by thermostats. If using in summer, then leave thermostats off/how you found them.
- Audio/Visual Equipment**
If used, turn off per instructions given by Community Center member.
- Misc**
Check for any damage done during event and note for GPCCA
Check for any left items
Leave all loaner keys and signed check list on kitchen counter
- Turn off all lights** (foyer lights turn on/off on their own)
Check that all doors are **locked** before leaving
- Call (541) 306-2334 or text (208) 791-4817** to leave a message with any questions or concerns; and confirm you have cleaned up, locked up, and left keys with cleaning checklist on kitchen counter.

Thank you!

Signature _____

Date _____