

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.

- Your event must be on the GPCCA calendar, this agreement signed by both parties, and rental fee paid (if applicable) before keypad PIN is assigned.
- If fees are taken for your event, or the event is open to the public, a donation to the Association 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 key code 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. 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 bathroom closet):
 - Vacuum entry floor
 - Clean bathroom
 - Sweep and dust mop the Sanctuary floor
 - Replace any tables used back on the rack
 - Put anything that was moved back to where it was
 - Turn off and store any equipment used
 - Turn off lights
 - Lock all doors. To lock the front door, push the Schlage key at the top of keypad to engage the lock.
 - Remove all garbage from trash cans and take with you (there is no garbage service at the building)
 - Remove any food or drinks from the refrigerator
 - 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...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 3: 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. This form can also be emailed to gpccaor@gmail.com. Your receipt of this signed Agreement is proof of Facility Reservation.

Signature: _____ **Date:** _____

GPCCA Signature/Position _____ **Date:** _____

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, but 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.