

# Sherman County Senior & Community Center

300 Dewey Street, PO Box 352  
Moro, OR 97039

## APPLICATION FOR FACILITY USE

Return this completed form, with check for deposit, to above address

### PLEASE PRINT OR TYPE

Today's Date \_\_\_\_\_

Person Responsible \_\_\_\_\_ and/or Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of organization:  Senior  Civic/Community  Government  Other \_\_\_\_\_

Room(s) requested: (see rate schedule on page 2)

- Dining Room  Fireside Room  Multiple Rooms  
 Kitchen  Classroom  Outside use

Date of event \_\_\_\_\_ Time of event - from \_\_\_\_\_ to \_\_\_\_\_

Type of activity or event \_\_\_\_\_

If ongoing event, number of uses per week/month/year: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ adults \_\_\_\_\_ children

Do you plan on serving food?  Yes  No (if yes, you may need to rent the kitchen as well)

Do you need coffee/tea service?  Yes  No (check with Manager for price list)

Will alcoholic beverages be served?  Yes  No

Do you plan to have:  Guest Speakers  Videos  Power Point

Will you need janitorial services?  Yes  No

Will you need any special equipment?  Yes  No \_\_\_\_\_

### AGREEMENT:

I, the applicant, certify that the information given in this application is correct. I also state that I have the authority to make this application for the group or organization that I represent and am the responsible party in this application. I have read, understand and will observe the Sherman County Senior & Community Center Rental Procedures and Rules. I and the members of my group or organization will exercise the utmost care in the use of this facility and hold Sherman County harmless from all liability resulting from the use of this facility. **NOTE: Even if this is a catered event, I am responsible to make sure the building, including restrooms, is clean, restored to pre-event condition and locked.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE

### SC Senior/Community Center Use Only

APPROVED FOR USE \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Signature (authorized by)	Date
Comments	

Private Party Rental		
Commercial Rental		
Not for profit group		
Cleaning Deposit		
Janitorial service		
Catering		
Kitchen Use		

Charges due: \$ \_\_\_\_\_

**FOOD:** For Kitchen rentals, a photocopy of your Food Handlers Certification will be needed. Please ask the Senior Center Manager or Cook for catering details.

**ALCOHOLIC**

**BEVERAGES:** Alcoholic beverages are permitted during special events. However, applicants who plan to sell tickets/products, charge admission or sell alcoholic beverages are required to obtain a Special Event License from the Oregon Liquor Control Commission at least 10 days prior to the event and food must be available the entire time alcohol is served. The Senior Center must have a photocopy of the license prior to the event and the original must be displayed during the event.

**PAYMENT:** Payment must be received no later than two weeks after your application has been approved or three days prior to the event, **whichever comes first**. Please see the charges due box on the front page. If payment is not received within the time limit, your reservation may be subject to cancellation.

**Please Make Your Checks Payable To:** Sherman County Senior Center  
PO Box 352  
Moro, OR 97039

**NOTE: In memo section of check, please write in event name and event date!**

For additional information, call (541) 565-3191 Monday – Friday 10:00 am to 2:00 pm

**Remember: you are responsible to read and follow the attached Facility Rental Procedures and Rules.**

**RENTAL RATE SCHEDULE**

Rates are based on a 4-hour use **except** the kitchen.

Type of rental	Dining Room	Kitchen (per hour)	Fireside Room	Classroom	Multiple rooms
Private/Commercial	\$60	\$8.00	\$40	\$50	\$70
Not for profit	\$30	\$6.00	\$20	\$20	\$40
<b>Cleaning/Damage Deposit</b>	<b>Groups under 20 persons \$50</b>		<b>Groups over 20 persons \$100</b>		

**DONATIONS ARE ALWAYS WELCOME!**

If your meeting or event is for less than or more than 4 hours, please negotiate rate with the Senior Center Manager. If you will need the facility for a full day, please double the rate shown above.

The cleaning/damage deposit is separate from the rates above and should be paid with a separate check. This will expedite the process of refunding your deposit when there is no damage noted and cleanup is satisfactory. In some instances, cleaning/damage deposits may be waived. Please contact the manager for more information.

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## **FACILITY RENTAL PROCEDURES AND RULES**

The Sherman County Senior & Community Center Application for Facility Use and Agreement Form must be completed and submitted to the SCSCC office by organizations and individuals that seek space for weekly or monthly ongoing meetings, or for one-time use.

Recognized and responsible senior organizations or groups may use available meeting space without a fee. It is hoped that the organization will consider donating to the Sherman County Senior & Community Center, through the County or the Sherman Development League, in support of its financial assistance to the activities and facility.

### **A. Application/Payment Procedures**

**Reservations will be accepted by telephone and confirmed by written agreement only. Please note that your rental date is not confirmed until a written rental application has been filled out and approved in writing. Please do not make any other arrangements (invitations, catering, etc.) until you have received written approval from the SCSCC Manager.**

- 1) Reservations may be made a minimum of three days prior or a maximum of six months prior to the desired date. No schedule changes are allowed within three days of the rental date.
- 2) We have a 2-tier rate schedule, with different rates for not-for-profit and for commercial/private rentals. The Senior Center Director reserves the right to determine the appropriate rate for your event.
- 3) Payment is required to confirm your reservation. Cancellations need to be made no later than four days prior to the reserved date or the rental fee will be retained. The damage/cleaning deposit will be refunded in full, if all rental rules have been followed, no damage is noted, and the cleanup is satisfactory.
- 4) For larger events, the damage deposit of \$100 is payable by a separate check or money order made out to Sherman County Senior Center. The Damage/Cleaning Deposit may be waived if your group is less than 20 persons. If all the rental rules have been followed, no damage is noted, and the cleanup is satisfactory, your deposit will be refunded by mail. Satisfactory cleanup includes all items on the Checklist for closing the building. If you did not receive one in the mail, the Checklist is on the wall in several places throughout the building for you to use.
- 5) Janitorial services may be offered at a price determined by our current cleaning service contract. This service includes: sweeping, mopping, washing down tables, chairs, counters and windows as needed and taking out the garbage after your use of the facility.
- 6) Rental time will include set-up and clean-up time, unless renting for 4 hours or more. One hour immediately before and after the building use will be included at no extra charge when renting the facility 4 hours or more.
- 7) The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the rental period.

## B. General Rules

- 1) The Senior Center is a public building; therefore, all public building rules and regulations apply.
- 2) All items brought into the building by the renter need to be removed by the end of the rental period. Please leave the facilities in the same condition that you found them.
- 3) Storage space in cabinets or the refrigerator for use by groups will be designated by the Senior Center office, labeled for that group's use and any property labeled by them.
- 4) Please take all trash to the dumpster located next to the parking area. Large garbage can liners are available on request for trash. *This can be included in the janitorial services at request.*
- 5) Please do not throw rice, birdseed or confetti inside the building and only birdseed outside of the building.
- 6) Use of illegal drugs and smoking are not permitted in this facility or on the property.
- 7) Alcohol service and consumption is permitted at special events in the Senior Center. If you are expecting to serve alcohol, or have alcohol served at your event you will need to contact the OLCC for criteria. **You are responsible** for meeting all requirements, including a Special Event License through OLCC if needed. Please call OLCC at 541-276-7841 or 1-800-452-6522.
- 8) It is the responsibility of the applicant to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility. *This is not considered part of the janitorial services.*
- 9) Only those rooms specified on the application will be available for use by the renting party. Please make arrangements for keys or access to the rooms rented with the Senior Center Director. ***You are responsible to make sure all outside doors are locked when you leave.***
- 10) All minors on the premises must have adequate adult supervision.
- 11) For renters using the kitchen: appliances, silverware, dishes, towels, glasses, coffee pots and some other kitchen supplies are available and must be cleaned and put away appropriately after use. *This is not considered part of the janitorial services.*
- 12) Sherman County cannot be responsible for accidents, injury or loss of property.
- 13) The misuse of the facility or the failure to comply with these regulations will be sufficient reason for denying any further applications.

# Sherman County Senior & Community Center

## Checklist

### Cleaning After An Event

As you are cleaning up after your event, please complete the following tasks as necessary. If Senior Center staff has to clean up after your event, we will bill at a rate of \$15.00/hour.

- ✓ Sweep, wipe down tables, chairs, counters and windows as needed. Brooms, mops and other cleaning supplies can be located in the kitchen behind the ovens. The vacuum is located in the hall janitor's closet near the restrooms.
- ✓ Garbage should be placed in large black garbage sacks and put into the dumpster on the south side of the building (in the green fenced area). Items to be recycled can be broken down or washed out and placed in the recycling garbage can located outside of the backdoor of the kitchen. Black garbage sacks are located in the kitchen dish cleaning area on a wire rack.
- ✓ Turn all lights off. Please double check lights in the bathroom and other rooms throughout the building.
- ✓ Turn off all running water inside the building.
- ✓ Close the window about the dish washing sink in the kitchen.
- ✓ Check all exit doors and make sure they are locked. There is an exit door in the kitchen, one in the fireside room and the main building entrance. The exit doors in the kitchen and fireside room are locked when deadbolts are horizontal. You are responsible for making sure the building is locked when you leave.
- ✓ If you turned on ceiling fans in the dining room, please turn them off.

Please lock the front door as you leave and remember to return the key to the Key Keeper.

**THANK YOU VERY MUCH FOR SUPPORTING OUR FACILITY!**