

The City of Columbia City

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COLUMBIA CITY COMMUNITY HALL RENTAL AGREEMENT RULES AND REGULATIONS

The Community Hall is located at **1850 Second Street** in Columbia City on the corner of Second and "I" Streets. Community Hall use is primarily for the benefit and good of the community. Social and recreational uses are encouraged. Community Hall is designed like a gymnasium; therefore, it is able to accommodate basketball, volleyball, and other recreational activities.

There are 15 – 6’ rectangular tables, 5 – 60” round tables and 130 plastic chairs to use for receptions, potlucks, and parties. The building has a kitchen with a sink, stove, microwave, dishwasher and refrigerator; but it is not equipped with dishes, pots and pans, or silverware. The gym floor has a basketball hoop at each end and a net is available for volleyball. Renters must provide their own basketballs and volleyballs.

Rentals by the hour: **\$20.00/hour**

1. All hourly rentals will be made for a minimum of one hour, and in minimum increments of half hour.
2. Hourly rental reservations may be made at any time during the current and following calendar month. At the start of the first workday of each calendar month, hourly rentals may be reserved for the next new calendar month on a first come, first served basis.
3. Payment of all hourly rental fees must be made in full at the time the reservation is made.
4. Rental fees for hourly rentals are NON-REFUNDABLE and NON-CHANGEABLE. In cases of extenuating circumstances, refunds may be authorized by express permission of the City Administrator.

All day rentals: **\$200.00/day**

1. All day rentals are 14 hours, 8:00 a.m. to 10:00 p.m.
2. All day rental reservations may be made 12 months in advance.
3. Payment of one-half of all day rental fees must be made at the time the reservation is made. Payment of remaining fees must be paid in full 60 days prior to the reserved date.
4. The first half of full day rental fees is non-refundable, remaining fees are refundable upon receipt of 60 days notice of cancellation. Otherwise, all fees are NON-REFUNDABLE and reservations are NON-CHANGEABLE. In cases of extenuating circumstances, refunds may be authorized by express permission of the City Administrator.

Rentals involving food and/or beverages:

\$30.00 fee

Rentals involving beer, wine or liquor:

\$200.00 fee

1. Beverages containing alcohol may only be served by persons holding an OLCC server's permit. Proof of the server's permit is required prior to the rental date. The renter must maintain general liability insurance in the amount of \$2,000,000 and provide the City with a certificate of insurance naming the City as an additional insured.
2. If the event host charges for drinks in any way, they must also obtain an OLCC Temporary Sales License and liquor liability insurance coverage in the amount of \$2,000,000 and provide the City with a certificate of insurance naming the City as an additional insured.
3. Beverages containing alcohol must be kept within the building.

Insurance requirements for hazard events i.e. athletic activities:

1. Rentals involving hazardous activities shall be required to maintain general liability insurance in the amount of \$2,000,000 and provide the City with a certificate of insurance naming the City as an additional insured.
2. Bouncy houses require insurance specifically identifying coverage of their use.

Section 501(c)(3) Organizations:

1. For qualifying 501(c)(3) organization rentals that do not involve beer, wine or liquor, fees are discounted by 50% upon proof of non-profit status; all discounted fees are non-refundable. To qualify, rentals must involve a fund-raising effort or support a non-profit effort (e.g. collect food for the local food bank, or supplies for the humane society, etc.) Discounts shall be limited to no more than six per calendar year per organization.

IMPORTANT checklist for all rentals:

- The floors must be cleaned by mopping, sweeping or both as needed.
- Clean up of the Hall is required on the same day and must be allowed for in the timeframe you reserve your event. Note: Brooms, mops, buckets and spray bottles of floor cleaner for use on the dust mops are provided to assist in proper cleaning.
- Front and back doors must be locked upon leaving.
- The furnace thermostat must be turned down to 60 degrees at the end of the rental period.
- The heaters in the restrooms and shower room must be turned off at the end of the rental period.
- All lights and water must be turned off. Be sure back porch light is turned off.
- Keys must be picked up prior to 5:00 p.m. the last working day before your event and returned to City Hall promptly after use. After hours fees may be assessed if keys are not picked up during business hours.
- Tables and chairs must be returned to their storage places.
- Garbage must be taken out of the trashcans and deposited in the dark grey trash containers located at the bottom of the stairs behind the Community Hall. There are additional garbage bags located in a cupboard in the kitchen. If you have recycling, it can be placed in the green container behind the Hall.
- Renter must purchase and maintain general liability insurance covering liability from premises, operations, independent contractors, personal injury, and liability assumed under this agreement. Such insurance must be provided on an occurrence basis. Insurance must include liability coverage with limits not less than \$1,000,000.

RULES AND REGULATIONS:

1. The City retains the right to reserve the Hall for its purposes. These reservations may usurp a previous reservation if necessary. Any collected reservation fee will be refunded.

2. Open hours are from 8:00 a.m. to 10:00 p.m. unless otherwise arranged through City Hall prior to the use of the Hall.
3. There is to be no smoking in or within 10' of the building.
4. All renters shall sign a rental agreement. Organizations, families, or individuals may be denied usage based on their prior conduct in similar situations. Such groups or individuals are subject to confirmation by the City Council.
5. Renters must be 18 years of age or older and be willing to be responsible for the facility during the time of the rental and insure the building is secured following the rental.
6. If the Hall is being used for recreational purposes, the City asks that all users wear clean, soft-soled shoes or remove their shoes to help maintain and protect the finish on the gym floor.
7. Noise needs to be kept down to a reasonable level since the Community Hall is located in a residential area. If amplifiers are used, the sound shall not exceed a level that is disturbing to the neighbors.
8. If the function is likely to attract a large gathering, a renter may be required to provide traffic control or building security personnel as required by the City.
9. Repair of damages or extraordinary cleaning expenses will be levied against the renter.
10. No parking behind City Hall. Vehicles in violation could be towed at owner's expense.
11. Use of nails, screws, staples, tacks, etc is strictly prohibited in the walls, floor, and ceiling.

FIRE RULES:

1. Maintain minimum aisle widths as follows: 36" minimum between tables or chairs and the wall, 44" minimum for the center aisle.
2. Maximum Capacity: 290 chairs, or 156 chairs at tables, or a combination of 200 chairs, with some at tables. The Community Hall is approximately 59 by 39 feet.
3. Call the Fire Marshal's office at 503-543-5026 prior to a bazaar or other high capacity function to schedule a consultation or meeting at least two weeks prior to the event.
4. Extension cords must be 14 gauge and 3-prong and UL listed.
5. Trees must be six feet or under. Trees must be fresh and green, and if the function is more than one day, water must be added each day.
6. The Fire District prefers miniature lights for trees (that are UL listed) or decorations.
7. Do not block exits.
8. No open flame devices are allowed without approval from the Fire Marshal (this includes propane heaters, propane-cooking devices, deep fat fryers and candles.)
9. Use of compressed gasses requires approval from the Fire Marshal.

Date of Rental: _____, 20 _____ Time _____ to _____

Purpose: _____

List All Types of Planned Activities: _____

Printed Name of Renter: _____ Driver's License No: _____

Phone No: _____ Cell No: _____

Message Phone No: _____ Email Address: _____

Mailing address: _____

Amount of Rent _____ Food & Beverage Fee _____ Alcohol Fee _____

TOTAL Amount Due _____ Date Paid _____ Receipt #: _____

Renter agrees to supervise use and be responsible for the enforcement of the rules and regulations of the City during the term of this agreement. Breach of this agreement or violation of any of its terms constitutes an immediate waiver of all rights hereunder and is an immediate termination of Renter's rights to occupy the building, without rent or deposit refunded. An additional charge may be levied if normal cleaning is not completed.

Renter hereby releases the City, its officers, agents and employees from all damages, losses, claims, expenses, actions or causes of action, which Renter may incur or become entitled to by reason of use of the building. Renter agrees to save harmless, indemnify and defend the City from and against all claims, demands, suits, actions and proceedings for injuries or damages resulting from Renter's willful or negligent acts in the use and rental of the Community Hall. Renter agrees to all of the terms of this Rental Agreement.

In the event any suit or action is brought to collect rents or to enforce any provision of this Agreement, or to repossess the premises, reasonable attorney fees, costs and disbursements may be awarded to the prevailing party in both trial and appellate courts.

Signature of Renter

_____ Date _____

If you experience a problem during your rental period, please call C-COM at (503) 397-1521 and ask that someone from the Public Works Department be contacted for assistance.

Additional Items received (if applicable):

- Proof of 501(c)(3) non-profit status
- Proof of OLCC server's permit

- Certificate of insurance
- OLCC temporary sales license

Key # Issued _____ Returned yes no

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