



13 S 1st St, PO Box 276, Creswell, OR 97426
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CITY OF CRESWELL MUNICIPAL BUILDING RENTAL APPLICATION

Organization (If applicable): _____

Name of applicant/authorized representative of organization: _____

Mailing address: _____

Phone number: _____ E-mail address: _____

Requested Facility (check all that apply):

Community Center (99 S. 1st Street):

Cobalt Building(364 Cobalt Ln.):

City Hall Conference Room (13 S. 1st St):

- Lounge
- Craft Room
- Conference Room
- Kitchen
- Multi-purpose room

- Multi-Purpose room
- Classroom/Flex space

- Upstairs Conference

Date(s) Requested: _____ Time requested (including set-up & tear down): _____

If multiple dates are requested, is storage at the facility needed? Yes / No

If yes, please specify: _____

Estimated # of people in attendance: _____ # of tables & chairs needed: _____

Please provide a brief description of the event: _____

Will you be serving food to the public? Yes / No	If yes, Lane County food handlers permit is required.
Will alcoholic beverages be provided at this event? Yes / No	If yes, \$100 deposit, OLCC license and certificate of insurance are required.

Approval to use municipal facilities will not be granted unless the following conditions and policies & procedures are agreed upon: The applicant or on-site supervisor must be at least 21years of age and be present at all times during the activity proposed. The applicant or on-site supervisor also assumes responsibility to comply with and pay fees in accordance with the Municipal Facility Use Policies & Procedures. **Signature below by the applicant and on-site supervisor indicates receipt of, and agreement with the Municipal Building Use Policies & Procedures.**

X: _____
Signature of applicant/On-site supervisor

Date

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Fee Schedule

I. BUILDING USE CHARGES

1st Preference—Any person or group that resides within Creswell City Limits; Non-Profit Organizations; Creswell School District #40, excluding regular classroom instruction; religious societies, excluding regularly scheduled meetings; and Political Parties and Political Organizations, excluding campaigning activities. Non-partisan groups may be allowed with approval by City Administrator.

2nd Preference: Private sector groups, or any person(s) that reside outside Creswell City Limits.

Governmental, Non-Profit Organizations and City School Districts will be allowed free use of these facilities six times per year. Use beyond this will be charged the 1st preference rate.

FEES: CHARGE FOR FIRST HOUR / CHARGE FOR EACH ADDITIONAL HOUR

1st Preference Group

<u>Community Center:</u> Lounge: \$5/ \$1 Craft Room: \$10/ \$5 Conference Room: \$10/ \$5 Kitchen: \$15/ \$5 Multi-purpose room: \$25/ \$5	<u>Cobalt Building:</u> Multi-Purpose room: \$25/ \$5 Classroom/Flex space: \$20/ \$5	<u>City Hall Conference Rooms:</u> Upstairs Conference: \$15/ \$5
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2nd Preference Group

<u>Community Center:</u> Lounge: \$10/ \$2 Craft Room: \$20/ \$5 Conference Room: \$20/ \$5 Kitchen: \$30/ \$10 Multi-purpose room: \$50/ \$15	<u>Cobalt Building:</u> Multi-Purpose room: \$50/ \$15 Classroom/Flex space: \$40/ \$10	<u>City Hall Conference Rooms:</u> Upstairs Conference: \$30/ \$10
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*Note: In addition, any group that remains in the facility beyond its scheduled time shall be subject to a surcharge of the first hourly rate.

◆ OFFICE USE ONLY ◆

Approved Denied City Hall representative signature: _____

Special conditions of use: _____

<input type="checkbox"/> 1st					
Preference group	Rental Fee:	Cleaning & Alcohol Deposit:	Storage Fee (if applicable)	Key Deposit (\$10)	Total:
<input type="checkbox"/> 2 nd	\$ _____	\$ _____	\$ _____	\$ _____	= \$ _____
Preference Group					
Date of payment: _____			Method of payment: _____		

****Payments may be made in Cash, Check, or Credit Card. Please make checks payable to: The City of Creswell****

* The cleaning deposit fee shall be held by the City until a post rental review of the condition and cleanliness has been conducted by City staff -no later than the first day following the event. Deposit shall be returned no later than five (5) business days after the event. The key deposit shall be returned when the key is returned to City Hall*

Cleaning deposit returned? Yes / No* If no, date of notification	Date: _____
Alcohol Damage Deposit Returned? Yes / No* If no, date of notification	Date: _____
Key Deposit Returned? Yes / No	Date: _____

Confirmation Date: _____

Initials of City Representative: _____

Post- Rental Review/ Clean Date: _____

Initials of City Representative: _____

Release and Waiver of Liability and Indemnity Agreement

IN CONSIDERATION of the permission granted to the below named individual to rent a municipal building for a function, I/we SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE The City of Creswell, their agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in the death of the person or any persons attending said function, whether caused by the negligence of The City of Creswell, its agents and employees or otherwise while the named person and persons attending said function while they occupy the municipal building.

I/we further agree to indemnify The City of Creswell, their agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which The City of Creswell, their agents and employees become legally obligated to pay including reasonable attorney's fees and costs, as a result of claims, demands, costs or judgments, against The City of Creswell, their agents and employees on account of injury to the person or property or resulting in the death of the person or persons attending said function whether or not caused by the negligence of The City of Creswell, their agents or employees and whether or not such liability is sole, joint or several.

I/we, the undersigned, have read this release and understand all its terms. I/we execute it voluntarily and with full knowledge of its significance. I/we have executed this release on this date indicated next to my/our names.

As concerns the use of municipal facilities by non-municipal organizations or individuals in Creswell, Oregon:

The undersigned agrees to indemnify and hold harmless The City of Creswell and its employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the subject facility.

Municipal Facility to be used: _____

Name of Organization, if applicable: _____

Name of Officer of Organization & Title or Name of Individual: _____

Signature: _____

Date: _____