



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL
PO BOX 9
YAMHILL, OR 97148
Ph. (503) 662-3511 Fax (503)662-4589

COMMUNITY CENTER RESERVATION REQUEST

RESERVATION DATE: _____

Beginning Time:
Ending Time:
Name of Responsible Person:
Name of Organization (if applicable):
Phone:
Email:

*** If the above time falls after 5:00 p.m., you must pick up the key prior to 5:00 p.m. on the day of the scheduled event. If the scheduled event falls on a Holiday or Weekend, the key must be picked up by 5:00 p.m. on the last working day before the event. ***

Community Center cost is \$30 for the first two-hours. There is an additional \$5.00 charge for each hour after the initial two hours. Please note that additional hours reserved and not used, will not be refunded.

Please see Master Fee Schedule for nonprofit information.

PLEASE NOTE: THE HOURS RESERVED ARE TO BE STRICTLY OBSERVED. IF YOUR GROUP REMAINS AT THE RESERVED AREA PAST THE TIME SCHEDULED, YOU MAY BE BILLED FOR DOUBLE YOUR ORIGINAL COSTS.

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FOR OFFICE USE ONLY

Fee Paid: _____

Scheduled On Calendars: Master Calendar Outlook

Follow-Up Inspection Date/Time: _____

RULES AND REGULATIONS

In order to accomplish creative leadership, facilities and public open spaces that encourage individual satisfaction and generate community pride, and to facilitate public use, the following policies are established:

1. All chairs and tables will be returned to their original positions.
2. All chairs and tables will be wiped down if any food or drinks are brought in.
3. **NO ALCOHOL** is allowed.
4. The carpet in the Community Center will be vacuumed if there is any residue left from the activity.
5. The floor in the kitchen will be swept if there is any residue left from the activity.
6. All dishes/glasses used will be washed and put away.
7. All excess garbage will be taken out at the end of the activities.
8. Each group shall be fully responsible for the physical condition in which they leave the facility. The expense resulting from any damage or undue maintenance shall be charged to the responsible party in which the Community Center Reservation was made under. Failure to meet this obligation within **30 DAYS** of billing will be cause for cancellation of future privileges and legal action.

YOUR COMMUNITY CENTER DESERVES YOUR RESPECT. PLEASE OBEY THE RULES AND REGULATIONS.

I agree to leave the Community Center in the condition in which it was prior to the start of our Meeting/Activity.

If I fail to abide by the above terms, I will be required to pay a cleaning fee, the minimum of which will be \$25.00, to be determined by the amount of cleaning involved.

I request to have a walk through of the Community Center prior to signing this agreement.

Yes No

Walk through completed by: _____ **Date:** _____

I have read, understand, and agree to comply with all the rules and regulations set forth on this reservation form. I further agree that I am of legal age and will be personally responsible for the clean-up, repair or damage to equipment or facilities and for replacement of stolen equipment, or any other costs which might be incurred by the City on behalf of my/our usage of the park. I also acknowledge that I have been provided with a copy of the park rules and

SIGNATURE OF RESPONSIBLE PERSON

DATE