

**Echo Community Center Building Rental Application**

Name of Renter: \_\_\_\_\_

Name of Agent (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Date Requested: \_\_\_\_\_

For Private Functions: Number of People invited to attend: \_\_\_\_\_

For Public Functions: Number anticipated to attend: \_\_\_\_\_

**Access Time:** From \_\_\_\_\_ a.m./p.m.. To \_\_\_\_\_ a.m./p.m.  
(access time is from when access is needed until cleanup is completed)

**Event Time:** From \_\_\_\_\_ a.m./p.m.. To \_\_\_\_\_ a.m./p.m.  
(this the time the event is open to the public)

Purpose of Rental \_\_\_\_\_  
(wedding, reception, dinner, bazaar, etc.)

Who will attend: \_\_\_\_\_ / Admission Charge: \_\_\_\_\_  
(I.e., general public, wedding guests, etc.)

Do you plan to serve alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type and how \_\_\_\_\_  
(If yes, the applicant must also complete an application for use of alcohol)

The above named representative or individual (hereinafter referred to as the Agent) understands and agrees to comply with the Policies, Rules and Regulations set forth by the City of Echo. The Agent agrees that he/she is of legal age and is financially responsible for the repair of damage to equipment and/or facilities and for the replacement of missing equipment or furnishings. Further if the City of Echo has to bring suit to secure payment for any damages or missing equipment or furnishings, the agent and/or organization shall be responsible for all legal fees. The agent and the above named organization agree to hold the City of Echo harmless from and all liability for injury to persons or property as a result of our activities.

Agreed Rental Price \_\_\_\_\_

Agreed Deposit \_\_\_\_\_

Supplementary Rentals/needs \_\_\_\_\_

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Total Due: \$ \_\_\_\_\_

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Signature of City of Echo Representative

\_\_\_\_\_ Date

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Signature of Agent

\_\_\_\_\_ Date

**Before signing this application, read and make yourself familiar with the rental agreement application, rate schedule and policy, rules and regulations for this facility.**

**Non-profit groups may be required to show proof of non-profit status.**

### **Echo Civic, Fraternal and Non-Profit Organizations:**

The following organizations shall be allowed to use the community center free of charge, but shall be required to pay a deposit of **\$100** for any function open to the general public that does not include use of alcohol and **\$250** if alcohol is served. They shall also sign an agreement stating that they will reimburse the city for any damages to the facility during their use. If only the stage is used, such as for regular meetings, there shall be no deposit required. Organizations: Parent's Teacher Association, VFW and Auxiliary, Quarterback Club, Garden Club, Echo Methodist Church, Booster Club, Kiwanis, Masonic Lodge, Echo Schools, Fort Henrietta Foundation.

The Desert Arts Council donated \$500 toward renovation of the City Hall Renovation. As such they shall be allowed to sponsor one event without charge.

### **Private & Non-Profits:**

The following fees apply for use of the facility for events such as weddings, receptions, showers, banquets, birthday parties and other events by invitation and where no admission fee is charged.

**Full auditorium (no alcohol) Groups under 35 people. Minimum \$75** for first three hours plus **\$22 per hour** for each additional hour. **Deposit \$125.**

**Full auditorium (no alcohol) Groups 35 to 135 people. Minimum \$250** for first four hours and **\$35 per hour** for each additional hour. **Deposit \$275.**

**Full auditorium (no alcohol) Groups 136 or more people; Maximum capacity 300. Minimum \$300** for first four hours and **\$50 per hour** for each additional hour **plus renter must arrange for a police officer either from the City of Stanfield or Umatilla County to be present to provide security.** Proof of contract for security must be provided at least one week before event. **Deposit \$350.**

**Full auditorium (with alcohol) Small private groups under 50 guests, serving beer and wine only, no open bar. Minimum fee of \$150** for the first three hours and **\$35 per hour** for each additional hour.

**Full auditorium (with alcohol) groups over 51 guests or serving hard liquor. Minimum \$350** for first four hours and **\$60 per hour** for each additional hour **plus renter must arrange for a police officer either from the City of Stanfield or Umatilla County to be present to provide security.** Proof of contract for security must be provided at least one week before event. **Deposit \$400.**

**Stage Conference Room: (day-time use only) No alcohol**

1 to 4 hours--\$30                      4 to 8 hours--\$50

Partial kitchen use--(beverage preparation, doughnuts, no cooking).

**Above Fees include regular mopping of auditorium and kitchen floors. Any special cleaning of floors or carpet will be held out of your deposit. You are responsible for the behavior of all of you guests including juveniles. If the behavior of your guests becomes a problem within the auditorium, ground floor or adjoining grounds such as the park, your event can be ended and there will be no refunds.**

### **Commercial or For Profit Events.**

Such events shall be anywhere the general public is invited to attend and/or there is an **admission fee** charged. No public dances will be allowed other than those hosted by the City of Echo or Echo Non-Profit & Civic Groups. **No events serving alcohol will be allowed without prior approval of the city council. Renter must arrange for a police officer either from the City of Stanfield or Umatilla County to be present to provide security.** Proof of contract for security must be provided at least one week before event

**Full auditorium (no alcohol) . Minimum \$360** for first four hours and **\$50** per hour for each additional hour. Deposit \$500.

**Full auditorium (with alcohol) with prior approval of council. Minimum fee \$500** for first four hours and **\$75 per hour** for each additional hour. Deposit \$600. **This rate is a minimum, the city council may decide to charge more if they feel it is necessary.**

**The city retains the right to make spot checks at functions and if they find that alcohol is present and there is no prior agreement to allow alcohol at the function the event will be closed and no refunds provided. If there is any illegal activity or unruly conduct, or violation of this agreement, the city will have the right to cancel the event and again no refunds will be provided.**

#### **GENERAL INFORMATION:**

**Auditorium Maximum Occupancy: 295** Stage Meeting Room is approximately 16' by 28'. Auditorium floor is approximately 2,800 s.f. with 14' ceilings.

There are 12 card tables, 30-six ft. by 30" tables, and approx. 250 folding chairs provided as part of the rental fee. **Tables, chairs and other furnishings provided in auditorium are not to be removed from auditorium or taken downstairs or outside.** Slide projector, screen, overhead projector, television and VCR are available for use by agent. Two six foot conference tables and 12 conference chairs are available on the stage meeting room. Some sound equipment is available. Punch bowls, dishes, roasting pans, coffee pots and other items located in the kitchen and closet are available for use free of charge, but replacement charges will be incurred for broken or damaged or missing items.

#### **POLICIES/RENTAL AGREEMENT:**

**1. No Alcohol Beverages of any kind are to be sold brought into or consumed on or around the premises except allowed for Echo Events and Private parties as described above, and unless a separate agreement for alcohol use is approved and signed by all parties. A certificate of insurance and copy of a service permit and liquor license must be provided at least 1 week before the event. Private gatherings of 50 or less, serving only wine or beer, may provide a homeowner's or business insurance certificate showing the city as a coinsured in lieu of having a licensed establishment providing alcohol. The certificate must showing that the policy will cover any damages above and beyond the cash deposit.**

**2. The auditorium and meeting room will be used solely for the activities stated within the Rental Application. The agent may not assign this lease, nor rent or sublet any part of the premises, nor make any alterations thereto, without the written consent of the City of Echo. Upon violation of this provision, Agent shall forfeit all amounts paid and shall be liable for any**

damage to the Center.

3. The agent is responsible for setting up and taking down tables, chairs, and any other equipment requested. Folding Chairs and tables are to be restacked on table and chair carts. **Do not slide tables or chairs across the floor, this scratches the floor and you will be assessed damages.**
4. The Agent is responsible for leaving the auditorium and or meeting room and equipment in as good or better condition as found. All pictures, furniture, tables, etc. must be moved or rearranged are to be returned to the **original location** at the end of the event. Failure to do so will result in the renter being charged for city staff time in returning facility to original condition. Rate: \$30 per hour. **Do not move piano.**
5. The Agent is responsible for dumping all garbage into the Dumpster provided between the city hall building and museum. Garbage can liners shall be provided by the city and are to be placed in the cans by the Agent. If city staff has to empty trash and air out the auditorium, you will be assessed \$30 per hour.
6. If the Agent uses the kitchen facilities, all dishes, pots, pans, glassware, silverware and other utensils must be washed, sanitized and returned to original location. The kitchen area is to be left in the condition it was found prior to rental. **This means cleaning and wiping out the sink and fixtures. Failure to cleanup the kitchen will be charged back at \$30 per hour.** If the kitchen is used, the door from the kitchen onto the auditorium shall either be kept open, or locked.
7. The Agent agrees to reimburse the city for any costs above the deposit to clean or restore the building or replace missing or damaged equipment, needed following the rental event. The rental fee includes mopping of auditorium and kitchen floor, but does not include heavy cleaning such as removing grease, black marks, etc. The minimum cost to repair the floor if scratched or damaged is \$200.
8. Only the restrooms and halls on the ground floor are to be used. All rooms marked private, the library, and police office are off limits. The restrooms are to be clean and in as good as condition as found by the Agent. The Agent is responsible for security of the entire facility, including the ground floor.
9. A key to the south door of the building will be provided to Agent. The agent will be responsible for unlocking the east door, from the inside (both sides) for fire exit purposes. The agent shall be responsible for locking up the facility and returning the key to the city the next day. The agent shall ensure that everyone is out of the building before leaving and securing the doors.
10. The Agent shall be responsible for providing whatever security is necessary to secure the ground floor from damage and to keep uninvited guests from gaining access. When the facility is used for events open to the general public, the agent shall have at least one attendant in the hall to oversee access and protect the facility from vandalism. Such party may also be the party

designated to collect admission fees or tickets.

11. Adults must stay on the premises with children. If children are waiting for rides, the Agent is responsible for remaining until either parents or guardians have collected all children. Children under 18 years of age must be supervised while in the kitchen area. The Agent is responsible for any and all damage or use of private property by any guest, including children. The City of Echo is not responsible for childcare during rental agreement activities.

12. The Agent will complete a Building Rental Application form to confirm each date the room is needed. A reservation fee of \$50 is required to reserve the facility. Your date will not be placed on the calendar until this fee is paid. This fee is part of the deposit. The deposit balance and rental fees must be paid **within thirty (30) days** of the event to hold the reservation and the signed agreement(s) must be returned at this time. Full refunds will be made for cancellations made at least three (3) weeks prior to the event, but the \$50 reservation fee shall be retained. If cancelled less than three weeks before the event, only the deposit will be returned. The agent and a city representative will go over a check list prior to rental and following the event they will walk through the check list again to ensure that the facility and equipment are clean and undamaged and nothing is missing prior to return of the security deposit. **The city will hold the deposit for a minimum of ten days, if problems are found, the deposit will be held until the situation is corrected. However correction must be made within three days so as not to conflict with future bookings.**

13. The City of Echo does not deny access to the facility to anyone on the basis of race, religion, sex, creed, age, national origin, or political views. Further permitting any group to use the facility does not imply the endorsement of any such views, by the city of Echo. The facility may be denied to a specific organization or individual based upon knowledge of the city of such groups or individuals being unreliable, causing damage to other public facilities in Echo or other nearby communities or when disruption, damage, theft, or other unfavorable history is recorded from previous use of this facility.

14. Decorations. **Nails, staples, tacks or tape may NOT be used on the walls or in the floor.** Flammable materials, i.e., straw bales, trees, candles, etc., must be approved by the city no later than one (1) week prior to the event. **No silly string is to be used-No bubbles/rice or bird seed is to be used within the building.** If confetti of any type is used, it must all be cleaned up. All decorations must be removed from the center upon termination of this agreement. Banners, etc., may not be attached to the outside of the building. If such is needed, the Agent shall provide their own reader board and place it so as not to hinder traffic along the sidewalk.

15. **No Smoking** is allowed in this facility per Oregon Revised Statutes.

16. The piano and organ may be used at no charge, but if the piano needs to be tuned, the Agent shall be responsible for having it tuned.

17. Liability. The agent agrees to assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of, any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage

to property in connection with the occupancy, maintenance, or use of all or any part of said premises by the agent, officers or employees of the organization or individual leasing this facility. Agent shall indemnify and hold harmless the City of Echo, including the City Council, agents, employees and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees in connection therewith, or resulting there from.

18. Exit obstructions. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the exit hazardous. This means do not block stair cases or ground floor doors so that they cannot be used in the event of a fire. All doors are to remain closed.

19. Wheel Chair Lift. The wheel chair lift is to be used by the disabled only and shall not be used as a freight elevator, nor shall children or any other parties be allowed to “play” on or with the lift. One person shall be provided the key and shall be the sole person in charge of operating the lift. If this is not the agent, the agent shall have the person in charge pickup the key and attend a brief orientation by the city.

20. Damage. Agent shall be responsible for any work (damage, cleanup, repair or otherwise) that must be completed to restore the premises to a rentable condition. Repairs and cleaning shall be charged at the prevailing rate. These fees shall be deducted from the deposit and if any additional charges above the deposit are incurred, the agent shall be billed and will have fourteen (14) days to make payment or suit will be brought to secure the balance due.

21. Wooden Floor. Regular dust mopping and mopping of the floor is included in the rental price, but in the event agent needs to clean up spills or heavy damage, the auditorium floor is to be cleaned by dust mopping, and damp mopping only. Damp mop with clear water only, towels wrapped on dust mops shall be used to remove any remaining moisture. **No oil-based products are to be used.**

22. Hours. Events must be scheduled no earlier than **6 a.m.** & remain open no later than **1 a.m.**

By Signing this agreement I am declaring that I have read, understand and agree to the terms and conditions outlined above.

Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signatures of:

\_\_\_\_\_  
Agent/Renter

\_\_\_\_\_  
City of Echo

Person assigned by agent/renter to be in charge of wheelchair lift operation:

\_\_\_\_\_

**Codicil to Echo Community Center Rental Agreement for Alcohol Use**

This addition to the Echo Community Center Rental Agreement is to be completed for any renter planning to use alcohol at an event.

No alcohol may be served at any general admission events, other than those organized by the City of Echo or pre-approved Echo non-profit organization or private party.

If alcohol will be served, it must be served by a licensed OLCC vendor who has been approved by the facility management. All servers must have OLCC service permits. Facility Management must have an approved copy of the OLCC license and proof of alcohol liability insurance on file at least **one week** prior to the event. It is the responsibility of the lessee to provide these documents to the facility management. Alcohol may only be served for a maximum of seven hours. Food meeting OLCC requirements must also be served as long as liquor is available.

Lessee needs to review requirements for security for events where alcohol will be served. In addition to professional security required, the agents/lessee shall be responsible for providing enough people who are not drinking to police the activity and ensure control of guests in the auditorium and on the ground floor.

No alcohol is to leave the premises. No Minor children shall be served. If lessee is found to be in violation of any of the terms of this agreement or the general agreement, the function/event will be closed and no refund shall be issued.

Event Description: \_\_\_\_\_  
\_\_\_\_\_

Alcohol Vender: \_\_\_\_\_

Insurance Carrier & phone # \_\_\_\_\_ Attach a certificate of insurance (required).

Alcohol proposed to be served: \_\_\_\_\_  
(i.e., beer & wine, hard alcohol, etc.)

By signing below, I agree to abide by all of the terms, rules & regulations above and applicable state statutes or regulations.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Organization (if applicable) Address