

### RENTAL POLICIES AND PROCEDURES

In keeping with its mission to provide an environment for people to gather, interact and participate in public programs, the Lebanon Senior Center makes its meeting rooms available to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment, lifelong learning, and to support the Senior Center's role as a gathering place for all ages, creating a sense of community and neighborhood belonging, and a welcoming environment for all residents.

### DISCLAIMER

The Lebanon Senior Center is available to "not-for-profit" and "for-profit" organizations on a rental basis. Programs presented in this building by a "rental group" are not endorsed by the City of Lebanon or the Lebanon Senior Center. The Lebanon Senior Center does not assume any liability for the statements and promises offered by the individual or organization renting the facility; nor do we guarantee the accuracy or reliability of the program content. City staff and City Council do not endorse the particular views or activities of any individual, organization or group using the facility. The Senior Center assumes no responsibility for lost, stolen or damaged items brought into the Senior Center facility.

### WHAT YOU SHOULD KNOW

1. The facility shall be assigned on a first-come, first-serve basis except for regularly scheduled meetings of boards, committees and organizations serving seniors. Conflicts in scheduling shall be resolved by the Senior Center Director following the guidelines for priority of use.
2. Rental activities must not interfere with the normal senior activities at the Senior Center or impede staff in the performance of their duties.
3. Applicants must be at least 18 years of age. Groups of minors must be supervised at all times by at least one (1) adult for every ten (10) minor children.
4. The facility must be left clean and orderly, including the outside area of the building.
5. Users are responsible for all set-up and clean-up.
6. Only rooms and equipment, as approved on the application, are to be used. Use of the pool tables, snooker tables, and shuffleboard are prohibited.
7. Smoking and alcohol are prohibited in all areas of the building. (ORS 433.845)
8. Food and drinks are not allowed on carpeted areas of the building. Red and orange drinks are not permitted in the building.
9. Gambling/gaming activities or events are allowed by special permit only.
10. The throwing of rice, birdseed, or confetti is not permitted in the building or on the grounds.
11. Lighted candles or other open flames are not permitted due to Fire Department regulations.
12. If you have a DJ, please let them know that use of a smoke machine is not allowed.
13. Please do not prop doors open or block them.
14. Users are responsible for properly closing and securing the facility for weekend and after-hour rentals.
15. The auditorium does not have air conditioning and can get warm during the summer months.
16. We have emergency pull cords in our restrooms should an accident occur and someone need assistance. These cords are tied into our alarm system and will call various staff phone numbers and ultimately dispatch an ambulance. Any fees incurred by pulling the cords and dispatching the ambulance will be the responsibility of the renter.

### WHAT YOU SHOULD DO

1. Determine the date and check space availability by visiting the Lebanon Senior Center or calling 258-4222, Monday through Friday, from 8:00 a.m. to 4:00 p.m. or visit the City's website at [www.ci.lebanon.or.us](http://www.ci.lebanon.or.us)

2. Include all set-up, decorating, and clean-up time when filling out the amount of time needed to rent the Senior Center when completing the application. Renters are responsible for ending the event at a time that gives the group ample time to complete the room clean up by the ending time of the rental.
3. Submit a completed "Facility Usage Application".
4. When submitting the application, allow 15 minutes to meet, review procedures and guidelines and do a walk through of the facility with staff.
5. Pay appropriate deposits and fees in full at least two weeks prior to the event.

#### **RENTAL RATES AND FEES**

1. Users of the facility must complete and submit the "Facility Usage Application" at least two weeks prior to the event, along with the appropriate fees and deposits in order to confirm the reservation.
2. Renter of the facility must show his/her ID Card.
3. The facility deposit will be cashed. Refunds (full or partial) will be processed for reimbursement within ten (10) working days after event. Renters of the facility, whose deposits are charged for cleaning, damage, loss or theft will be sent an itemized list of costs incurred by the Center to clean, repair or replace equipment/items.
4. After hours, on-going rental groups will maintain a \$100 deposit for one (1) year. Charges exceeding the deposit will be reimbursed before the next scheduled building use. Failure to do so will result in immediate cancellation of all scheduled use until payment is received.
5. Minimum facility use period is two (2) hours if rental is after normal center business hours.
6. Kitchen Use gives access and use of the following equipment: counter tops, coffee pots, microwave, sinks, oven and steam tables.
7. All requests for use of equipment must be made when submitting application. The use of tables and chairs is included with the rental at no charge. There is a user fee of \$10 each for the use of the PA system, AV system or TV/DVD/VCR.

#### **USER RESPONSIBILITY**

1. **Set-up and Clean-up:** Users are responsible for their own set-up, take down, clean-up and storage of tables, chairs, and other equipment.
  - a. Clean-up responsibilities are listed below:
    - i. Wash off all tables. Return tables and chairs to original locations (please don't drag tables and chairs).
    - ii. Dust mop the floor and use a damp cloth to clean up any spills. Dust mop is located on the left hand side of the stage.
    - iii. Clean any borrowed equipment and return to original locations.
    - iv. Bag garbage and put into the outside trash facility. Put in new trash liners.
    - v. Remove all food, beverages, supplies and decorations that you brought in.
  - b. Kitchen Use Clean-up responsibilities include the list above in addition to the following:
    - i. Ovens and steam table must be turned off.
    - ii. Clean any spills and wipe down oven tops, steam table, microwave and counters.
    - iii. Sweep and spot clean floor.
    - iv. Clean and sanitize all sinks, counters and stainless steel surfaces.
2. **Equipment Use:** Equipment must be picked up and carried when moving (no pushing, pulling or dragging furniture allowed). Equipment may only be used inside the facility. Damage to city equipment may result in the forfeiture of deposits and assessment of replacement costs.
3. **Decorations:** Decorating or changes to the facility must be discussed at the time of application. The use of cellophane, adhesive or masking tape on tables, walls, or ceiling must be approved at the time of application. The use of nails, staples, screws, etc., are prohibited.
4. **Kitchen Use:** Rentals who have made the proper arrangements for use of the kitchen agree to come prior to the rental for training. Training will be scheduled when the rental is confirmed.
5. Kitchen utensils and supplies will not be provided. All parties using the kitchen are responsible for bringing all food, utensil, serving and cleaning supplies.
6. **City and Fire Ordinances:** Maximum occupancy for the Senior Center facility is determined by the Fire Marshall and is posted throughout the various rooms in the Senior Center. Users must adhere to these maximum occupancy limits and must adhere to all other City ordinances.

## THE ABC'S OF CANCELLATIONS

1. The Senior Center has the right to cancel any building reservation. Every reasonable effort will be made to accommodate rentals.
2. In case of emergency situations (loss of power, inclement weather, etc.) causing the facility to close, the earliest possible notice will be provided. All facility/equipment fees and deposits will be returned in full.
3. Should the user decide not to rent the facility, the following schedule of refund rental rates will be followed: (reservations are non-transferable)
  - a. 100% refund given if cancellation is 14 days or more prior to first scheduled use.
  - b. 50% refund given if cancellation is 7 days prior to first scheduled use.
  - c. 0% refund if cancellation is less than 6 days prior to first scheduled use.
4. All functions must be conducted in accordance with regulations. Cancellation of facility use and/or loss of deposit and fee may result for reasons including:
  - a. Failure of user to observe rules and regulations of the facility.
  - b. Failure of user to leave the facility and/or its contents and equipment undamaged and clean.
  - c. Failure of user to give advance notice of cancellation.
  - d. Disorderly conduct or disturbance.
  - e. False representation of the user and its planned activities.
  - f. Violation of City, State or Federal law.
  - g. Alcohol or smoking in the facilities
  - h. Loss of keys.
  - i. Exceeding reserved time.
  - j. Use of kitchen and/or supplies without approval.

## LIABILITY AND REGULATIONS

1. The City of Lebanon reserves the right to enter any and all City-owned and operated premises should they have reasonable suspicion that any public laws are being violated. Law enforcement and the City Manager (or his/her designees) have the authority to terminate the rental agreement with the City if there is a violation of any of the above rules. If law enforcement is called and the agreement is terminated, applicant will forfeit deposit and the right to use the Senior Center in the future.
2. Applicant agrees to indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. Applicant further understands the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.
3. Applicant has read the Rental Policies and Procedures and the information on the application form and further agrees to abide by the Policies and Procedures as well as the ordinances of the City of Lebanon and accepts responsibility for any violations as they may pertain to the application.
4. Proof of Commercial General Liability insurance, naming the City of Lebanon as 'additional insured', shall be required for the all events open to the public and/or with an estimated attendance of more than 100 people. The insurance required is titled Commercial General Liability. The coverage must specifically name the City of Lebanon as 'additional insured' and must be in the amount of no less than \$500,000 per occurrence and \$1,000,000 aggregate.
5. To obtain insurance for event:
  - a. Contact your home or renters insurance company.
  - b. Purchase TULIP (Tenant User Liability Insurance Program) through <https://www.ebi-ins.com/tulip/> . When prompted, enter the Facility ID Code: **0501** in the first box and **ABZ** in the second box.
6. Applicant understands that the City of Lebanon is not a sponsor of this activity nor will it provide any supervision of the activity. Applicant may be required at their own expense to provide event security.

