



McMinnville Community Center
 600 NE Evans Street
 McMinnville, OR 97128
 (503)434-7310
 (503)435-0158 fax
www.ci.mcminnville.or.us

How to Make A Reservation:

1. Inquire about room availability with our staff.
2. Complete and submit the Room Reservation form and Refundable Room Deposit (if required).
3. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
4. Applicants must be 21 years or age or older.
5. FULL Payment must be made AT LEAST ten (10) days prior to the event date.
6. Reservations for a one (1) time event may be made up to six (6) months in advance (only the Community Center Manager may waive this limitation)
7. Reservations for recurring meetings/rentals may be made up to one (1) year in advance.

Temporary Reservations:

1. Inquire about room availability with our staff.
2. Complete and submit a Temporary Room Reservation form.
3. Temporary reservations are valid for 10 days.
4. If you would like to make a permanent room reservation prior to the 10th day, refer to instructions above.

Community Center Room Rental Fees:

The rental rates shown are hourly rates. Fees charged will be based on one (1) hour increments. The minimum reservation period is three (3) hours. Include time in your reservation request for both set up and clean up. Please see the "Group Classifications" below to determine which fee category is applicable.

Rooms	Capacity	Group 1	Group 2	Group 3
Room 102	Dining: 50 Classroom: 80	20.00	25.00	30.00
Room 201	Dining: 30 Classroom: 40	20.00	25.00	30.00
Room 203	Dining: 80 Classroom: 160	25.00	30.00	35.00
Room 103	Dining: 180 Classroom: 250	35.00	40.00	45.00
B-3, B-4	4 hour rental, 50.00 member, 65.00 non-member			
B-6	Dining: 40 Classroom: 60	15.00	20.00	25.00
Auditorium	Dining: 400 Theatre: 800 (551 theatre seats)	Banquet set-up: 130.00 Theatre set-up: 155.00 Bare Floor: 55.00	135.00 160.00 60.00	140.00 165.00 65.00

Auditorium Rental Additional Information:

1. Rentals of the auditorium will be charged the hourly rate up to six (6) hours, for event durations between six (6) and twelve (12) hours.
2. Rentals of the auditorium that exceed twelve (12) hours will be assessed an additional \$300.00 fee.

Room Deposit Information / Fees:

1. A refundable room deposit is due at the time of reservation (unless waived).
2. The deposit must be made in the form of cash or check only.
3. The deposit remains in the Community Centers safe until the rental/event has occurred and the room(s) and equipment have been inspected by our staff, and the determination has been made that no damage occurred.

Room	Refundable Deposit
Tiny Tots	\$75.00
Meeting Rooms (102, 103, 201, 203)	\$250.00
Auditorium	\$500.00
Kitchen (only when use is approved)	\$250.00

Common Additional Rental Fees:

1. These additional fees may be required, and depend upon the type of event and the estimated number of guests.
2. These fees will be calculated at the time the reservation request is made.

Service	Fee	Notes
Staffing	\$15.00/hr/staff	For events held outside of normal building hours
Security	\$19.00/hr/guard	For events that require security coverage
Police	\$75.00/hr/officer	For events that require police coverage
Alcohol	\$100.00	Flat rate fee for events that choose to serve beer/wine. Limited to a two (2) hour service period.

Group Classifications:

1. Please read through the group classification information below. A determination will be made dependent upon the group as well as the purpose of the rental.
2. Final determination of the group classification will be made by Community Center staff.

Group	Definition
Group 1	City of McMinnville Residents, Local Non-Profit organizations, and Local Businesses whose business office is located within the city limits of McMinnville, <u>renting for a private, not for profit event.</u>
Group 2	City of McMinnville Residents and Local Non-Profit organizations whose business office is located within the city limits of McMinnville, <u>and the purpose of the event is to make a profit, solicit for future business, or where an entrance fee is charged, or merchandise is offered for sale. Also includes Fundraising events for local non-profit organizations.</u>
Group 3	General Public (individuals, and profit organizations whose business office is located outside the city limits of McMinnville.

General Information & Security Deposit Refund:

All conditions must be followed for continuation of room use privileges and / or security deposit refund:

1. We prohibit nailing, tacking, taping or stapling to any walls or surfaces. All decorations and rental items must be removed at the end of an event. We are not responsible for items left behind.
2. Rice, birdseed, or confetti type products are not allowed.
3. The reservation is only for the approved room or space. This does not include additional areas, i.e. lobby, adjoining rooms, etc.
4. Use of open flames and candles are not allowed.
5. Red colored punch may not be served in carpeted rooms.
6. Smoking is not permitted in the facilities.
7. Alcoholic beverages may be consumed on premises with prior authorization and fee payment.
8. Rentals may not end later than 12:00 midnight.
9. Amplified music is not permitted outside of the facility.
10. Facilities must be cleaned immediately following the event. The facility must be left undamaged. The facility, including flooring, is left clean and the furniture in the original configuration and condition. For complete information refer to your rental and clean up agreement form.

Cancellations:

1. Please submit cancellations no less than two (2) business days prior to the scheduled event.
2. A \$10.00 service charge may be retained for each cancellation.
3. Room rental fees will be forfeited if an event is cancelled with less than two (2) business days notice.