



McMinnville Community Center  
 600 NE Evans St, McMinnville, OR 97128  
 (503) 434-7310  
 www.mcminnvilleoregon.gov

**Making a Reservation:**

All reservations require submission of a Room Reservation form. 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. Applicants must be 21 years of age or older. The completed room reservation form and rental fee(s) must be received a minimum of fourteen (14) business days prior to the requested rental date. When required, the refundable security deposit(s) is also due a minimum of fourteen (14) business days in advance of the rental date.

**Community Center 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, *excluding Tiny Tots which is a 3 hour maximum reservation time*. Your reservation is based on the time that you are IN THE ROOM including setup and cleanup.

Rooms	Capacity**	Group 1 Hourly Rates	Group 2 Hourly Rates
Room 201	Dining: 30 Classroom: 40	\$22.00	\$32.00
Room 203	Dining: 80 Classroom: 110	\$30.00	\$40.00
B-3, B-4 (Tiny Tots)	25	\$20	\$30
Auditorium*	Dining: 350 Theatre: 800 (551 Theatre seats)	Banquet Set-up: \$145.00 Theatre Set-up: \$170.00 Bare Floor: \$60.00	\$160.00 \$185.00 \$70.00

\*For rental of the Auditorium, a maximum of six (6) hours will be charged for events spanning 6-10 hours. All events in the auditorium that exceed a ten (10) hour timeframe will be assessed an additional \$300.00 fee.

\*\*Capacities may be limited by the facility depending on the situation.

\*\*\*Kitchen fees dependent on event.

**Community Center Deposit Fees:**

Tiny Tots	\$75.00
Room (201, 203)	\$250.00
Auditorium	\$500.00
Alcohol Usage Fee	\$125.00/2 hours

**Other Fees:**

Staff Fee*	\$15.00/hr/staff
Security Fee	\$22.00/hr/guard
Police Fee	\$75.00/hr/officer
Equipment Fee	See List

\*Additional staff fees may occur if event is outside of regular business hours or extra setup/teardown/event staffing is required.

**Group Classifications:**

**Group 1: McMinnville Residents and Resident Non-Profit Organizations**

For purposes of determining group classification,

- Resident: An individual whose primary residence is within the city limits of McMinnville.
- An incorporated legal non-profit organization whose business office is located within the city limits of McMinnville.

**Group 2: General Public**

Individuals and profit organizations located outside of the city limits of McMinnville.

**Submitting an Application:**

The application, room rental fee, and security deposit must be turned into the Community Center at least fourteen (14) days prior to your event. Cash, Check, Visa or Mastercard may be used to make a rental fee payment. Only cash or check will be accepted for the security deposit. Please make checks available to City of McMinnville.

**Cancellations:** Please submit cancellations no less than 5 business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than five (5) business days notice.

**Security Deposit:**

A refundable security deposit is required for all events. The deposit is due a minimum of fourteen (14) business days in advance of the rental date and must be accompanied by the completed and signed room reservation forms. Refund of the security deposit is based on whether ALL policies and procedures have been followed.

Community Center management will determine the amount of the security deposit to be refunded based on the applicant's checklist and input from the City of McMinnville staff, janitorial service provider, security and/or police that were present at the event. If the City of McMinnville keeps any portion of the deposit, a listing of how the deposit was applied will be provided to the renter along with the remaining balance of the deposit should there be any. Deposits will be refunded within three (3) weeks of the event or within three (3) weeks of cleaning and repairs being completed.

**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, glitter, 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 food or beverages may not be served in carpeted areas.
6. Smoking is not permitted in the facility or within ten (10) feet of any opening, door, or window.
7. Alcoholic beverages may be consumed on premises with prior authorization and fee payment. Alcohol usage form is required.
8. Rentals may not end later than 12:00 midnight.
9. Amplified sound is not permitted outside of the building. Amplified sounds may be used within the building but must not disturb other Community Center users.
10. Facilities must be cleaned immediately following the event. The facility must be left undamaged. The facility, including flooring, must be left clean and the furniture in the original configuration and condition. For complete information refer to your rental and cleanup agreement form.



Organization/ Individual Requesting Use: \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Title: \_\_\_\_\_

Hours of Reservation: \_\_\_\_\_ to \_\_\_\_\_ **(Must include set-up and clean-up)**

Actual Event Start/End Time: \_\_\_\_\_ to \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Type of Event: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**FOOD SERVICE AND ALCOHOL:**

Is food being served? \_\_\_\_YES \_\_\_\_NO If yes, will the event be catered? \_\_\_\_YES \_\_\_\_NO

**\*If your event is catered, contact the Community Center for more information.**

Is alcohol being served? \_\_\_\_YES \_\_\_\_NO

If yes, you must complete and sign a separate alcohol contract and pay the Alcohol Usage Fee.

**ROOM SET UP:**

Will you be doing your own set up? \_\_\_\_ YES \_\_\_\_NO

Contact the Community Center for room layout (s).

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Group 1: \_\_\_\_ Group 2: \_\_\_\_

Summary of Charges:

CC Auditorium Deposit: \_\_\_\_\_

Room Charges: \_\_\_\_\_

CC Room Deposit: \_\_\_\_\_

Staff: \_\_\_\_\_

CC Kitchen Deposit: \_\_\_\_\_

Security: \_\_\_\_\_

Police: \_\_\_\_\_

Equipment: \_\_\_\_\_

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

Staff Initials: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Staff Notes:



I understand and agree that I may forfeit my deposit if it is necessary for City of McMinnville Staff or janitorial service, to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce facility policies stated and those that may be presented to me by City of McMinnville Staff during my event. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services to my group or myself. I understand that my event must be conducted in accordance with the regulations set forth in these documents and if a violation is to occur that all violators may be required to leave and my event may be terminated immediately in its entirety. I further agree to indemnify, defend and hold harmless City of McMinnville for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

**RENTAL CLEAN-UP AGREEMENT**

In order to receive full refund of the cleaning deposit(s), the rented area(s) will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All tables and chairs will be wiped down and cleaned. All bottles, cans and trash will be removed from the facility at the end of the event. There are recycling bins and trash cans just outside the back of the facility. McMinnville Community Center and Senior Center prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. City of McMinnville is not responsible for items left behind. All decorations and rental items must be removed from the facility immediately following the event. This includes flowers, votives, and cake stands. Please be aware that there is an additional charge for damage done to any surfaces, equipment, or flooring and is subject to additional charges and loss of deposit(s). This is a smoke free facility. Please make guests aware they must go outside to smoke.

The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please attach layout to completed form. Request blank room layout forms from Community Center Front Desk.**

**\* No equipment or furniture shall under any circumstances be removed from the facility.**