



McMinnville Senior Center
 2250 NE McDaniel Lane
 McMinnville, OR 97128
 (503)435-0407
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.

Reservation requests will be temporarily held for ten (10) business days from the date of the room use request. Once a temporary hold has been made if the room reservation form and rental fee have not been received during the ten (10) business day reservation period, the temporary hold will be removed and the room will be made available to others.

The completed room reservation form and rental fee(s) must be received a minimum of ten (10) business days prior to the requested rental date. When required, the refundable security deposit(s) is also due a minimum of ten (10) business days in advance of the rental date.

Senior Center Room Rental Fees:

The rental rates shown are hourly rates. Fees charged will be based on one (1) hour increments. Include time in your reservation request for both set up and clean up.

Rooms	Capacity	Deposit	Hourly Rate
Kitchen	NA	250.00	55.00
Personal Services Room	15	100.00	25.00
Class Room	20	150.00	25.00
Card Room	25	200.00	30.00
Art & Craft Room	25	150.00	30.00
Wellness Room	45	250.00	35.00
Conference Room	45	250.00	35.00
Dining Room	125	500.00	55.00

Other Fees:

Staff Fee 15.00/hr/staff
 Security Fee 20.00/hr/guard
 Police Fee 80.00/hr/officer

Alcohol Usage Fee 125.00
 Equipment See Available Items List for rates

Submitting an Application:

The application, room rental fee, and security deposit must be returned to the facility in which the rental is to occur. Cash, check, Visa or MasterCard, may be used to make payment of the rental fee. Only cash or check will be accepted for the security deposit. Please make checks payable to: City of McMinnville.

Cancellations:

Please submit cancellations no less than two (2) 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 two (2) business days notice.

Security Deposit:

A refundable security deposit is required for parties, receptions and potlucks. The deposit is not required when light refreshments will be served at a meeting. The deposit is due a minimum of ten (10) 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.

The Senior Center Manager 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 a 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, 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 beverage may not be served in carpeted rooms.
 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.
 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.*
-