

**Council Chambers
Rental Agreement and Policy**
City of Dunes City
82877 Spruce Street
Westlake, OR 97493

Organization/Applicant Name: _____ Person in charge: _____

Address: _____ Contact Number: _____

Date(s) Requested: _____ Hours of Event: _____ to _____

Type of Event: _____ Number of guests: _____

Please check facility being rented:

City of Dunes City Council Chambers (\$50 Hall Rental Fee)

City of Dunes City Council Chambers (\$50 Key Deposit/Returned When Key Is Returned)

NOTE: Meeting rooms are scheduled on a first-come, first-serve basis with city business taking precedence over any and all other meetings. Groups which have reserved the room in advance are subject to cancellations to accommodate this priority. The City will attempt to accommodate groups prior to a cancellation and may shift meeting rooms when necessary.

Special set up requirements: _____

Group Type: (circle one)

Group 1: EXEMPT: For meetings and events sponsored local government agencies and committees. There is no fee to use the rooms during regular business hours. There may be a fee for after regular business hour meetings if City staff members are not involved.

Group 2: CIVIC/NON-PROFIT/COMMUNITY SERVICE: For meetings, classes, and functions. Must provide proof of tax exempt status fee is discounted by 50%.

Group 3: PRIVATE/COMMERCIAL: For meetings, seminars or classes for private or commercial groups and organizations.

RULES:

1. The meeting rooms must be left in their original condition. All chairs, tables, and other equipment must be returned to the positions they were in at the beginning of use.
2. Users are responsible for their own setup, take down, cleanup, storage, and any damage done to City facilities by their groups or persons whom they may invite to attend. When reserving a meeting room, users should allow enough time to complete these tasks.
3. The removal of chairs and tables from any meeting room is prohibited. Equipment may not be moved outside.
4. Alcohol and smoking is prohibited in all portions of the building.
5. Open flames, candles, nails, screws and animals except Service animals are prohibited in the Council Chambers.

6. Users are not permitted to enter the office areas of City Hall unless accompanied by a City Official.
7. Users may operate any equipment that is available in the meeting room. Users must arrange for their own materials and equipment if they are not already available in the meeting room, e.g. flipcharts, slide projectors, overheads, etc.
8. Any group wishing to use the sound system in the Council Chambers must first contact the City Recorder for permission and training.
9. The facility will either be opened for the user, or a key will be issued to the authorized user. If the key is not returned to the City within five (5) working days after the event, the user will be charged \$25. If the key remains unreturned after thirty days (30) the user may be charged for re-keying the facility.
10. At no time shall the building be left unlocked or unattended after regular business hours.

I have read, understand and agree to comply with all rules and regulations set forth by the City of Dunes City. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair or damage to equipment or the facility and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice. I hereby agree to reimburse and hold the City of Dunes City harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Dunes City as a result of the negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City against, and hold the city harmless from same including attorney fees, arising out of, or connected with, or resulting from the use of the City facility during the period of reservation.

I understand that I can be cited by the Dunes City Code Enforcement for providing false or misleading information or for violating permit restrictions, and upon conviction, be punished by a fine not to exceed \$2,500. I further understand that the City Administrator can revoke this permit in advance of the scheduled event. In the case that this permit is revoked, any fees paid by me for use of any facilities are non-refundable.

I further agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant

Date

City Representative

Date

City of Dunes City, In case of emergency call
Jamie Mills after hours at 541-902-7651

Page 2

Fee \$ _____

Date Received _____

Key issued: YES NO

Key #. _____

Date Returned _____