



*A place where families and businesses thrive.*

## COMMUNITY AUDITORIUM USE AGREEMENT

[1915 MAIN STREET](#)

### PURPOSE

The purpose of this agreement is to provide maximum use and enjoyment of the City's Auditorium by other non-city users in a manner that is reasonable and consistent with the specific function and official use of the facility, and not disruptive of normal City activities and in the best interest of the City. This includes, but is not limited to, providing for the orderly administration of the facility, preventing damage to the City facility and protecting the City from unnecessary liability or expense in connection with the use of the City facility by other non-city users. The Auditorium is designed as a business meeting facility and is not designed as a private event center.

### DESCRIPTION

The Community Auditorium complies with the Americans with Disabilities Act (ADA) Accessibility. The auditorium room is 45x55, 2475sf; foyer/lobby is 10x15, 160sf, and prep-kitchen is 10x10, 100sf and has prep counters, refrigerator, microwave and dishwasher. Maximum number of occupants is 100 and there are adequate tables and chairs for 75 attendees. A projector screen and dry erase board are available at no cost. No audiovisual equipment is supplied by the City, but personal equipment can be used. Guest Wi-Fi is available. Parking is located in the parking lot in front of the auditorium, street parking is limited to parking regulations and overflow parking may park in the gravel lot located between Council/Ash Streets.

### USE AND AVAILABILITY

The Auditorium is used by the City on an ongoing basis. As a result, the City retains the right to use the Auditorium any time for government and City-sponsored meetings and activities. Because all City-sponsored meetings and activities take precedence, the City cannot accept reservations for use of the facility, which would tend to designate the facility as a regular meeting place for any organization. Groups who may reserve the City Auditorium are as follows:

- **City Activities:** City departments, City Council, Planning Commission, and appointed Boards and Commissions and other city-sponsored programs.
- **Other Public/Government Agencies:** City, County, State, Federal, etc.
- **Other Nonprofit Use:** Nonprofit organizations and other non-city users as approved through an application process.

### RESERVATION

The Community Auditorium Reservation Agreement is available online <http://www.forestgrove-or.gov/city-hall/city-manager/auditorium-rental.html> or City Hall, [1924 Council Street](#), 2<sup>nd</sup> Floor, Forest Grove, Oregon; City Recorder's Office 503.992.3235; or e-mail [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). The Auditorium is located at [1915 Main Street](#), Forest Grove.





*A place where families and businesses thrive.*

Agreement No: \_\_\_\_\_

Office Use Only: \_\_\_\_\_

**COMMUNITY AUDITORIUM USE AGREEMENT**

**1915 MAIN STREET**

1. Complete the Auditorium Reservation Agreement and submit as noted on Page 2. Review of application takes up to 48 hours and tentative approval time is five (5) working days. No public publishing or announcement of the meeting may be made until auditorium reservation has been affirmatively approved by the City. Upon approval by the City, a reservation confirmation will be sent via e-mail or by telephone to the contact person.
2. Certificate of Liability Insurance, \$2 million per occurrence (conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300), naming the City of Forest Grove as an Additional Insurer, must be submitted within five (5) days prior to the reservation date. If no Certificate of Liability Insurance is received prior to the reservation date, the City must cancel the auditorium reservation.
3. Upon notification, submit a check for deposit (if required) and check for applicable rental fees as noted in the e-mail or telephone confirmation. Make check(s) payable to the "City of Forest Grove".
4. Cancellation must be made at least 24 hours prior to the reservation date and/or as far in advance as possible. The City cannot issue a refund for cancellation made the day of and/or if the user is a no show.

Name of Organization: _____	Telephone: _____
Contact Person: _____	Cell Number: _____
Billing Address: _____	Fax Number: _____
City/State/Zip code: _____	Email: _____
Date(s) of Meeting: _____	No. of Attendees: _____
Start Time: _____ AM _____ PM	End Time: _____ AM _____ PM

*Purpose or primary mission of the Organization/Group Meeting (please be specific) and include special requests or instructions:*

*The undersigned agrees to the regulations listed on the back of this agreement and hold harmless, defend and indemnify the City of Forest Grove, its agents and elected officials, and all employees for any and all injuries, accidents, and attorney fees (if applicable), and will assume financial responsibility for any and all claims as a result of the use of the facility. I certify that I am authorized to execute this agreement on behalf of the above-named organization.*

\_\_\_\_\_  
Signature of Individual or Organization Representative

\_\_\_\_\_  
Date

<b>Room Rental Fee:</b>	<b>\$</b>
<b>Deposit, if applicable:</b>	<b>\$</b>
<b>TOTAL DUE:</b>	<b>\$</b>

<b>Other Instructions:</b>

Reviewed by: \_\_\_\_\_  
City Recorder

Fee Waiver: \_\_\_\_\_  
City Manager

<input type="checkbox"/>	Approved: _____
<input type="checkbox"/>	Denied: _____

**RETURN COMPLETE AGREEMENT TO:**

City of Forest Grove, Attn: Anna Ruggles, City Recorder  
[1924 Council Street](#), 2<sup>nd</sup> Floor ● P. O. Box 326, Forest Grove, OR 97116-0326  
Fax: 503.992.3235 ● E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

**COMMUNITY AUDITORIUM RENTAL FEES (Effective July 1, 2016):**

Non-Profit Group (per hour) Fee: \$41.20 per hour minimum; \$117.50 maximum  
For-Profit Group (per hour) Fee: \$57.70 per hour minimum; \$164.50 maximum  
Deposit, if not waived: Fee: \$150.00 (*refunded if no damage/cleanup*)

<b>USER: <i>Read and initial/checkmark each item acknowledging the regulations governing the use of the Auditorium.</i></b>	
	Admission fees or payments for services cannot be charged, except to offset costs; merchandise cannot be offered for sale; and/or contacts developed at the meeting cannot solicit for future business.
	Smoking is prohibited in accordance with ORS 192.710.
	Alcohol is prohibited unless licensed or permitted for that purpose by the OLCC. A copy of the approved permit must be submitted within five (5) days prior to the reservation date.
	Loud or unruly behavior will result in the immediate forfeiture of the rental.
	Food and drinks must be served in the foyer area or outside courtyard. Plated food can be consumed inside the auditorium room.
	<b>User is responsible for setup and cleanup (allow sufficient time):</b> <ul style="list-style-type: none"><li>• Return the Auditorium to its original configuration (courtroom style; five (5) rolls, seven (7) chairs each roll, an isle in the middle);</li><li>• Wipe tables used; stack and store away extra chairs and tables; sweep/vacuum if necessary, including restrooms, kitchen, and foyer if these areas were used.</li><li>• Empty trash receptacles and deposit into outside garbage bin; replace garbage liners, which are provided; remove all catering equipment; and other items belonging to the user.</li><li>• Do not affix any adhesive material or push pins to walls or other surfaces.</li><li>• Thermostat is temperature regulated and will run four (4) hours (press temporary occupied) and activate again if needed.</li></ul>
	In the event the facility is not left in the same or similar condition as existing, including original configuration, at the time of use, the user will be held liable for a cleanup fee of \$150.00. If cleanup or damage exceeds \$150.00, the user is held liable for any additional costs.
	Meeting and/or activities are to be confined to the foyer, restroom, kitchen, and Auditorium. Conference rooms may not be used by non-city users.
	Auditorium Rental does not include office equipment or supplies. There is a screen and dry erase board available at no cost. No audiovisual equipment is supplied by the City, but personal equipment can be used.
	Audiovisual (AV) equipment located within the Auditorium is not to be tampered or system powered-on without permission or assistance by City staff. In the event of damage, the user is held liable for damage and/or replacement cost.
	Guest Wi-Fi is available and internet cable connection is available with five (5) day notice prior to the reservation date; otherwise, user may be billed City IT staff time for any special accommodations made at the user's request on the date of the meeting.
	To cancel the room reservation, notify the City Recorder at least 24 hours prior to the reservation date and/or as far in advance as possible. The City cannot issue a refund for cancellation made on the day of and/or if the user is a no show.
	<b>Note: Certificate of Liability Insurance</b> , \$2 million per occurrence, (conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300), naming the City of Forest Grove as an Additional Insurer, must be submitted within five (5) days prior to the reservation date. If no Certificate of Liability Insurance is received, the City must cancel the room reservation.
	<b>Note: Key and Alarm Access Code</b> must be picked up at <b><u>City Recorder's Office, 1924 Council Street, 2<sup>nd</sup> Floor, between hours of 9:15am-4:45pm</u></b> . If before business hours or weekend, key may be picked up one day in advance of reservation date. When done, return key to City Recorder's Office or if after hours, leave key on the hook by the side entry/exit door of the facility.

City Staff: Provide a copy of this agreement, front and back, to the applicant upon approval of reservation.