



A place where families and businesses thrive.



COMMUNITY AUDITORIUM USE AGREEMENT 1915 MAIN STREET, FOREST GROVE

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. For AV presentation, bring own laptop and projector. There is a screen and dry erase board available at no cost. No audiovisual equipment is supplied by the City. Guest Wi-Fi is available at no cost. Parking is located in the parking lot in front of the auditorium, 1915 Main Street; 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 ongoing reservations for use of the facility, which would tend to designate the facility as a regular meeting place for any organization.

Groups who may use the City Auditorium are listed below. If a conflict exists, use will be made in the priority listed below:

- **City Activities:** Official meetings for City departments, City Council, Planning Commission, and appointed Boards and Commissions. No rental fee applies.
- **Other Public/Government Agencies:** Other cities, County, State, Federal, etc., as approved through an application process. Non-Profit Rental Fee applies at all times.
- **Non-Profit Use:** Non-profit organizations and other non-city users as approved through an application process. Non-Profit Rental Fee applies at all times.
- **For-Profit Use:** For-profit organizations and other non-city users as approved through an application process. For-Profit Rental Fee applies at all times.

USAGE AGREEMENT

The Community Auditorium Reservation Agreement is available online <http://www.forestgrove-or.gov/forms> or City Hall, 1924 Council Street, 2nd Floor, Forest Grove, Oregon; City Recorder's Office 503.992.3235; or e-mail aruggles@forestgrove-or.gov. The Auditorium is located at **1915 Main Street**, Forest Grove, Oregon 97116.

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Agreement No: _____ Office Use Only: _____

COMMUNITY AUDITORIUM USE AGREEMENT

1915 MAIN STREET

- Auditorium Use Agreement:** Review and approval of application may take up to five (5) business days. Upon approval by the City, a reservation confirmation will be sent via e-mail or telephone to the contact person. No public announcement of the meeting may be made until the auditorium reservation has been approved by the City in writing.
- 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. If no Certificate of Liability Insurance is submitted within five (5) days prior to the reservation date, the auditorium reservation will be cancelled.
- Payment:** The City will issue an invoice for the total rental fees after the reservation has been approved.
- Cancellation Policy:** Rental fees will be refunded if reservations are cancelled 24 hours or more in advance of the reservation date. The City will not issue a refund if cancelled within 24 hours of the reservation.

Name of Organization: _____	Telephone: _____
Contact Person: _____	Cell Number: _____
Billing Address: _____	Fax Number: _____
City/State/Zip Code: _____	E-mail: _____
Date(s) of Meeting: _____	No. of Attendees: _____
Start Time: _____	End Time: _____

What is the primary purpose of the Organization/Group Meeting (please be specific):

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 am authorized to execute this agreement on behalf of the above-named organization

Signature of Authorized Individual or Representative

Date

ROOM RENTAL FEE	\$	City Staff Instructions:
DEPOSIT, if applicable	\$	
TOTAL AMOUNT DUE	\$	
REVIEWED/APPROVED:		

Submit (signed) Agreement to:
 City of Forest Grove, Attn: Anna Ruggles, City Recorder
 1924 Council Street, 2nd 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, 2019):

Government & Non-Profit Group (per hour)	Fee: \$45.60 per hour minimum; \$130.00 maximum
For-Profit Group (per hour)	Fee: \$63.65 per hour minimum; \$181.25 maximum
Deposit	Fee: \$150.00 (refunded if no damage/cleanup)

USER: Read and initial/checkmark acknowledging the regulations governing the use of the City Auditorium.

	Admission Fees/Announcement: Admission fee or payment for service may be charged to offset rental costs. No merchandise sales or contacts soliciting future business. No public publishing or announcement of the meeting may be made until auditorium reservation has been approved by the City.
	Smoking: Prohibited in accordance with ORS 192.710.
	Alcohol: Prohibited unless licensed for that purpose by the OLCC and approved by the Facility Manager. A copy of the approved OLCC permit must be submitted within five (5) days prior to the reservation date.
	Conduct: Loud or unruly behavior will result in the immediate forfeiture of the rental.
	Food Service: Food and drinks may be served in the foyer area or outside courtyard. Plated food can be consumed inside the auditorium room.
	Setup and Cleanup (allow sufficient time): Return the Auditorium to its original configuration (courtroom style; five (5) rolls, seven (7) chairs each roll, an isle in the middle); and please: <ul style="list-style-type: none"> • 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. • Empty trash receptacles and deposit into outside garbage bin; replace garbage liners (provided). • Remove all catering equipment and food; any other items belonging to the user. • Do not affix any adhesive material or push pins to walls or other surfaces. • Thermostat is temperature regulated and will run four (4) hours (press temporary occupied) and activate again if needed.
	Configuration: 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. If cleanup or damage exceeds \$150, the user is held liable for any additional costs.
	Meeting Areas: Meeting and/or activities are to be confined to the foyer, restroom, kitchen, and Auditorium. Conference rooms may not to be used by non-city users.
	Audiovisual (AV) Equipment: For AV presentation, bring own laptop and projector. There is a screen and dry erase board available at no cost. No audiovisual equipment is supplied by the City. The City's equipment must not be tampered or system powered-on without permission or assistance by City staff. The user is held liable for damage and/or replacement cost of equipment used without permission.
	Guest Wi-Fi is available at no cost. IT City staff time may be assessed for any special assistance or accommodations made at the user's request on the date of the meeting.
	Cancellation Notice: To cancel room reservation, notify the City Recorder, aruggles@forestgrove-or.gov 24 hours prior to the reservation date and/or as far in advance as possible. The City will not issue a refund for cancellation made with less than 24 hours.
	Certificate of Liability Insurance: 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 will cancel the room reservation.
	Key/Alarm Access Code: Pick up at City Hall, 1924 Council Street, 2nd Floor, 9:00am-4:45pm. If before business hours or weekend, key may be picked up one day in advance of reservation date. When done using the facility, return key to City Hall, Second Floor, or if after hours, leave key on key hook by side entry/exit door of the facility.