

City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5
Rockaway Beach, OR 97136
(503) 374-1752 FAX (503) 355-8221
www.corb.us * cityhall@corb.us



RULES FOR COMMUNITY CENTER USE

1. Any damage to the hall/building or equipment will be charged to the group, organization or individuals using the facility.
2. All litter must be picked up outside of hall including paper and cigarette butts.
3. Any appliances used must be left clean & food removed. (Refrigerator, Coffeemaker, Microwave, Etc.)
4. Floors and table must be left clean and put away when leaving the facility.
5. Use of tacks in walls or ceilings is prohibited.
6. Make sure lights and heat are off when you leave.
7. Center Keys are not to be copied and must remain in possession of the person who signed for the key at City Hall.
8. The center is to be used only during your designated time.
9. Many organizations and groups use this facility. If you expect it to be clean when you arrive, leave it that way when you leave.

THANK YOU FOR YOUR COOPERATION!
The City of Rockaway Beach

Name: _____

Address: _____

Email: _____

Phone Number: _____

Events & Times: _____

Date: _____ Key #: _____

Signature: _____ ODL #: _____

RULES AND REGULATIONS CONTINUED

Emergency telephone Numbers:	For emergencies	dial 911
	Rockaway Beach Police Dept	503-355-2252
	Rockaway Fire Dept	503-355-2978

Reservations:

1. All requests for use of the Center are to be made through City Hall at 276 Hwy 101 S., during regular hours of operation.
2. Reservations must be paid in advance. Fees are not refunded.
3. A refundable damage deposit of \$50.00 is required. The cost of any cleaning or damage will be deducted from the deposit.
4. The key must be returned to City Hall within 48 hours of the event.
5. \$2,000,000 General Liability Insurance is required. Proof of insurance must be submitted before application can be approved.

Fees:

1. Basic rental fee is \$5.00 per hour. Minimum fee per use is \$15.00.
2. One- day rental for the hall is \$50.00.

Cleaning- Damages:

1. Groups or persons reserving the center must leave it clean, including the restrooms.
2. Damages to the premises, whether inside or outside, must be paid for by the group or persons reserving the center.

Office Use Only:

Date/Time of use: _____
Key(s) #: _____
Receipt No.: _____
Amount Received: _____
Returned: _____
Special Notes: _____

Proof of Liability Insurance []

Cleaning Deposit (Refundable) \$ 50.00 []