



City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

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 the hall including paper and cigarette butts.
3. Any appliances used must be left clean & food removed, (refrigerator, coffeemaker, microwave etc.)
4. Floors and tables must be left clean and put away when leaving the facility.
5. Use of tacks in the walls or ceilings is prohibited.
6. Make sure all lights and heater are off when you leave.
7. Community Center keys are NOT to be duplicated and must remain in possession of the person who signed the key out at city hall.
8. The Community 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: _____

Event Date & Time: _____

Signature: _____

RULES & REGULATIONS CONTINUED

For emergencies dial 911

Non-emergency dial 503.815.1911

Reservations:

1. All requests for use of the Community Center are to be made through City Hall at 276 S. Hwy 101 during regular hours of operation.
2. Reservations must be paid in advance, fees are nonrefundable.
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 24 hours of the event.
5. \$2,000,000 General Liability Insurance. Insurance should be per occurrence and should not be an aggregate. Proof of insurance must be submitted before application can be approved.

a) The following language must be included in certificate of liability insurance:

"The City of Rockaway Beach, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per policy provisions in regard to the [Event Name] on [Date(s) of Event]."

b) The City must be listed as the Certificate Holder:

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Fees:

1. Basic rental is \$5.00 per hour with a minimum fee per use of \$15.00.
2. One-day rental for the Commur Center is \$50.00

Cleaning-Damages:

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

Office Use Only:

Proof of Insurance

Cleaning Deposit (Refundable) \$50.00

Key #: _____