

Return Application to:
Milwaukie Center
5440 SE Kellogg Creek Drive
Milwaukie, OR 97222
Facility Use Coordinator
503-794-8013



MILWAUKIE CENTER NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

Name _____ Phone Number _____

Address _____ Person Supervising _____

City/Zip Code _____ Phone Number _____

Cell Phone Number _____ E-Mail _____

Cities in District: **Milwaukie and Happy Valley** Total No. of Guests _____

Description of Activity/Event _____

Date of Use _____ Rental Hours (add setup & cleanup) _____ Event Hours: _____

List all areas to be used: _____

Janitorial Services Requested? South Wing: \$150.00 _____ North Wing: \$100.00 _____

Serving Food? _____ Serving Alcohol? _____ 4 hour service time _____

Minor Participants (Required - 1 adult per 10 minors) No. of Minors _____ No. of Adults _____

How did you learn about the Center's rental use? Program Guide _____ Centerpoint _____

Press Release _____ Friend _____ Previous Use _____ Other _____

EQUIPMENT, INCLUDING FURNITURE, MUST BE REPLACED AS FOUND unless arrangements are made with the Facility Use Coordinator.

North Clackamas Parks & Recreation District (N.C.P.R.D.) is not responsible for accidents, injury, illness or loss of group or individual property. All groups and individuals using the facility will take appropriate measures to protect and indemnify N.C.P.R.D. its governing and advisory boards and employees against any and all claims for such occurrences as a result of persons attending any function at the facility. N.C.P.R.D. may require the applicant to present a certificate of insurance, to post a bond, provide security officers (approved by the Milwaukie Center) or meet other special conditions.

I have read the Building Use and Rental Policy. I understand that I am responsible for the conduct of the audience at the above described activity. I hereby agree to be responsible for the safekeeping of the facilities and equipment used for this activity and for payment of all charges in accordance with standards established by N.C.P.R.D.

SIGNATURE OF APPLICANT: _____ DATE: _____

Note: Completed paperwork and deposit must be made to reserve space. Extra charges may be made after the event to cover cost of unusual clean up or damages.

Approved by: _____ Date: _____

EQUIPMENT/COMMENTS:

Milwaukie Center - Permit Rules

North Clackamas Park and the Milwaukie Center are public venues; therefore various activities may be in progress during your event.

Events must comply with City of Milwaukie noise regulations. Requests for variances from those regulation must be made by the permit holder to the City of Milwaukie. Approved variances must be submitted to the Facility Use Coordinator at least three weeks before the event.

Fund-raising activities must be specified at the time of application and must have prior NCPRD approval. No use permit will be issued to an individual or group who will charge admissions or fees for the purpose of private monetary gain.

North Clackamas Park and the Milwaukie Center have limited parking spaces. On occasions when simultaneous events may be scheduled in North Clackamas Park or the Milwaukie Center, event participants may be required to limit the number of cars in on-site parking lots, and/or to utilize overflow parking options at Clackamas Christian Center or the Eastern Orthodox Church of the Annunciation, through permission granted by those entities.

All groups or individuals shall be liable for any damage or loss to equipment/property or for creating a condition that is hazardous to others. Permit holders shall be required to pay amounts as determined by NCPRD for extraordinary services and cleaning, that may be required, or damages to equipment or the facility that occur.

The security deposit is refundable if the renter cleans the rental area adequately and no NCPRD property is broken or missing. If alcohol is used at an event which is rented as a non-alcohol event, the entire security deposit will be forfeited.

Outside rental equipment may be brought to the Center by permit holders. Such equipment is the responsibility of the permit holder while at the Center; NCPRD is not liable for damage or loss to any rental equipment. Rental equipment must be delivered and picked up within the rental time allotted on the permit. Equipment delivered early or left on site after the time specified in the permit will cause additional charges to be assessed.

The permit holder is responsible/liable for any food served at their event which was not prepared in a licensed kitchen that culminates in their guests acquiring a food-borne illness.

All children must be in the rental area and with adult supervision at all times.

The Center does not allow open flame in the form of tapered candles or birthday candles due to fire safety regulations. The use of votive or tea light candles may be permissible if the candles are enclosed in vented glasses.

All decorating, set-up and clean up time must take place during the paid permit period (includes all vendors). The use of a dressing room must also take place during the paid permit period.

Rice, bird seed, silly string, confetti and glitter may not be used anywhere in the Milwaukie Center or on the surrounding property. Fog/smoke machines are prohibited and cannot be used anywhere in the Milwaukie Center.

Any changes to the completed application (i.e., additional hours, equipment, or outdoor use of stoves or barbeques) must be approved by the Facility Use Coordinator at least three weeks before the event. All documentation for serving alcohol is due three weeks prior to the scheduled event.

Rental fees are subject to 1/4 deposit at the time of application. The balance of rental fees are due no later than three weeks before the event. Failure to pay all fees on time will automatically cancel the event.

If a renter cancels a scheduled event at least four weeks prior to the reserved date, a full refund of monies minus a 20% or \$50 process fee (whichever is less) will be issued.

I have read the Permit Rules and agree to abide by them. I understand that I am responsible for the conduct of all participants at my activity/event and failure to comply with the above regulations may result in the reduction or forfeiture of my security deposit.

Signature

Date