

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



MILWAUKIE CENTER

&

SARA HITE MEMORIAL ROSE GARDEN

Milwaukie Center ☐

Sara Hite Rose Garden ☐

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Person Supervising \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Cities within NCPRD:** Milwaukie, and Clackamas \_\_\_\_\_ Total No. of Guests \_\_\_\_\_

Description of Activity/Event \_\_\_\_\_

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

**List all Areas/Rooms to be used:**

**North Wing Room(s):** ☐ Camas Room ☐ Oregon Grape Room ☐ Salal

**South Wing** (entire space) ☐ **Or Individual Rooms** - ☐ Arrowwood ☐ Trillium ☐ Violet ☐ Rhododendron ☐ Stage

Janitorial Services Requested? South Wing: \$200.00 \_\_\_\_\_ North Wing: \$150.00 \_\_\_\_\_

Are you serving food? \_\_\_\_\_ Are you serving alcohol? \_\_\_\_\_ 4 hour service time \_\_\_\_\_

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

**SARA HITE MEMORIAL ROSE GARDEN: 2 HOUR MINIMUM,**

☐ Rental Hours (add setup & cleanup) \_\_\_\_\_ Event Hours: \_\_\_\_\_

☐ SECURITY DEPOSIT \$300: \_\_\_\_\_ ☐ CHAIR RENTAL \$2.50 EACH \_\_\_\_\_

☐ ALCOHOL PERMIT \$175 \_\_\_\_\_ ☐ SECURITY DEPOSIT FOR ALCOHOL PERMIT \$300 \_\_\_\_\_

Are you serving food? \_\_\_\_\_ Are you serving alcohol? \_\_\_\_\_ 4 hour service time \_\_\_\_\_

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

North Clackamas Parks & Recreation District (NCPRD) is not responsible for accidents, injury, illness, damage or loss of group or individual property. All groups and individuals using the facility will take appropriate measures to protect, indemnify and hold harmless NCPRD, its governing and advisory boards and all employees against any and all claims for such occurrences as a result of persons attending any function at the facility. NCPRD may require the applicant to present a certificate of insurance, proof of posted bond, provide on-site security officers (hired by the Milwaukie Center) or meet other special conditions. **All applicant are to follow COVID OHA guidance in place at time of rental.**

I have read the permit rules and I understand that I am responsible for the conduct of all participants 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 NCPRD.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Note:** Completed paperwork and AMOUNT DUE ☐ 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:

\_\_\_\_\_  
\_\_\_\_\_

**North Clackamas Parks and Recreation District  
Milwaukie Center  
Rental Charges:**

THIS PAGE FOR  
INTERNAL USE  
ONLY

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**Itemized Damage & Equipment Loss:**

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**Total Cost of Damage/Loss:** \_\_\_\_\_

**TOTAL SECURITY DEPOSIT REFUND:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CIVIC REC \_\_\_\_\_ Mo. Refunds \_\_\_\_\_ Refund Letter \_\_\_\_\_ Refund Memo \_\_\_\_\_ CC Refund \_\_\_\_\_

## MILWAUKIE CENTER- SARA HITE MEMORIAL ROSE GARDEN PERMIT/RENTAL RULES

Events must comply with ***COVID OHA guidance in place at time of rental*** and City of Milwaukie noise regulations. Requests for variances from those regulations 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.

On occasions when simultaneous events may be scheduled in North Clackamas Park, the Milwaukie Center or the Sara Hite Memorial Rose Garden; event participants may be required 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. Outdoor use of Milwaukie Center equipment is not allowed and Rose Garden equipment is to be used solely in the rose garden and removal to other areas is prohibited. 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, no NCPRD property is broken or missing and the number of guests has not exceeded what was submitted on your application. If alcohol is used at an event which is rented as a non-alcohol event, the entire security deposit will be forfeited.

Exceeding the number of guests allowed at your event is a violation of fire and safety codes and will result in the forfeiture of your entire security deposit.

No special equipment may be brought in without prior approval. Examples include electrical equipment, lighting, musical instruments, platforms, barbecues, props, etc. 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. The use of a Unity candle is allowed in the rose garden.

All decorating, set-up and clean up time must take place during the paid permit period (includes all vendors).

Rice, bird seed, silly string, confetti and glitter may not be used anywhere in North Clackamas Park, the Milwaukie Center, or the Sara Hite Memorial Rose Garden. Fog/smoke machines are prohibited and cannot be used anywhere in the Milwaukie Center.

The Rose Garden is located in a public park and must accommodate public use at all times. Permit holders may not prevent others from visiting the garden while their activity is underway.

Any changes to the completed application (i.e., additional hours, equipment, or outdoor use of stoves or barbecues) 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 is due no later than three weeks before the event. Failure to pay all fees on time will automatically cancel the event.

Cancellations made at least four weeks prior to the reserved date will receive a refund, minus a 20% or \$50 processing fee (whichever is less). Cancellations made less than four weeks from the reserved date will receive a 50% refund minus 20% (of refund amount) or \$50 processing fee (whichever is less).

**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: