



North Clackamas Parks and Recreation District  
MILWAUKIE COMMUNITY CENTER / SARA HITE MEMORIAL ROSE GARDEN  
5440 SE Kellogg Creek Drive Milwaukie, OR 97222  
Completed applications can be returned to the physical address or to [rentals@ncprd.com](mailto:rentals@ncprd.com)  
Phone 503-794-8013 for rental inquires

Contact Information				Rental Information			
NAME:				Name/Organization:			
Event:				Event Description			
Address:							
City:		State:		Zip:		Date of EVENT:	
Primary Phone				Start time:			
Secondary Phone				End time:			
Email:				Location/space requested			
Date of Birth				Estimated participants			

**MILWAUKIE COMMUNITY CENTER rooms available:**

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

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

Additional Rental Information									
Rental Hours (add setup & cleanup)				Event Hours					
SECURITY DEPOSIT		\$300 <input type="checkbox"/>	\$500 <input type="checkbox"/>	Are you serving Alcohol?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				Alcohol Service Hours:					
SECURITY SERVICE		\$400 <input type="checkbox"/>	ALCOHOL PERMIT			\$175 <input type="checkbox"/>			
Will you be serving food?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		SECURITY DEPOSIT FOR ALCOHOL PERMIT		\$300 <input type="checkbox"/>		
North Wing Janitorial		\$150.00	Yes <input type="checkbox"/>	No <input type="checkbox"/>	South Wing Janitorial		\$200.00	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SARA HITE MEMORIAL ROSE GARDEN:** 2 hour minimum rental required.

Rental Hours (add setup & cleanup)				Event Hours:					
SECURITY DEPOSIT		\$300 <input type="checkbox"/>		Are you serving Alcohol?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
CHAIR RENTAL (\$2.50 each)			QTY.	ALCOHOL PERMIT			\$175 <input type="checkbox"/>		
Will you be serving food?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		SECURITY DEPOSIT FOR ALCOHOL PERMIT		\$300 <input type="checkbox"/>		

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 Community Center) or meet other special conditions.

I have read the *RENTAL/PERMIT Rules* and I understand that the rental hours are inclusive of event set-up and tear down. I am responsible for the conduct of all participants at the above described activity and duly acknowledge that inappropriate or offensive behavior to staff will result in the inability to rent again.

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: \_\_\_\_\_

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

1. Events must comply with the 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.
2. Rental Security Deposit fees are required 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.
3. Cancellations made at least four weeks prior to the reserved date will receive a refund, minus a \$50 processing fee. Cancellations made less than four weeks from the reserved date will receive a 50% refund minus a \$50 processing fee.
4. 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.
5. On occasions when simultaneous events may be scheduled in North Clackamas Park, the Milwaukie Community 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.
6. 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 Community 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.
7. 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.
8. 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.
9. 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.
10. 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 under adult supervision at all times.
11. The Milwaukie Community Center does not allow **Fog/smoke machines and they cannot be used anywhere in the Milwaukie Community Center.** Rice, bird seed, silly string, confetti and glitter may not be used anywhere in North Clackamas Park, the Milwaukie Community Center, or the Sara Hite Memorial Rose Garden. 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.
12. ***All decorating, set-up and clean up time must take place during the paid permit period (includes all vendors).***
13. The Sara Hite 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.
14. Any changes to the completed application (i.e., additional hours, equipment, or outdoor use of 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.  
**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: \_\_\_\_\_