



North Clackamas Parks and Recreation District
MILWAUKIE COMMUNITY CENTER / SARA HITE MEMORIAL ROSE GARDEN

**Return completed applications to rentals@ncprd.com
or 5440 SE Kellogg Creek Drive Milwaukie, OR 97222**

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

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		
SECURITY SERVICE FEE Required w/Alcohol			Alcohol Service Hours:						
Service in South Wing.	\$400 <input type="checkbox"/>		ALCOHOL PERMIT FEE				\$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. The Sara Hite Rose Garden is located in a public park and must accommodate public use at all times.

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
Will you be serving food?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ALCOHOL PERMIT		\$175 <input type="checkbox"/>
	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 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: _____

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 three weeks before the event.
2. Rental Security Deposit fees are required at the time of application. The balance of rental payments is due no later than three weeks before the event. Failure to pay all costs on time will automatically cancel the event. 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.
3. Cancellations made at least four weeks before 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 charges admissions or fees for private monetary gain.
5. 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. Damage or loss to equipment/property or for creating a condition that is hazardous to others is the responsibility of the permittee. Outdoor use of Milwaukie Community Center equipment is not allowed in the Rose Garden. Permittee shall be required to pay fees 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 permittee cleans the rental area adequately, and no NCPRD property is damaged or missing. 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. If alcohol is used at an event that is rented as a non-alcohol event, the entire security deposit will be forfeited. All documentation for serving alcohol is due three weeks before the scheduled event.
8. Cleaning before permittee departure. Permittee may elect to pay a charge (\$200/South Wing, \$150/North Wing/single space) for custodial cleaning. If the permittee elects to pay for custodial cleaning, the custodian will sweep, mop, vacuum, and re-set the tables and chairs. The permittee is responsible for removing garbage, taking down decorations, re-setting the couches and upholstered chairs as well as cleaning all equipment used (including, but not limited to: tables, chairs, countertops, and carpet or floor spills).
9. Special equipment may not 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. Food served at a permittee event that was not prepared in a licensed kitchen that culminates in their guests acquiring a food-borne illness is the responsibility of the permittee. All children must be in the rental area and with adult supervision at all times.
11. Fog/smoke machines are NOT allowed in the Milwaukie Community Center. Rice, bird seed, silly string, confetti, piñatas, and glitter may not be used anywhere in North Clackamas Park, Milwaukie Community Center, or the Sara Hite Memorial Rose Garden. No 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 Sara Hite Memorial Rose Garden.
12. Decorations, set-up, and clean-up time must take place during the paid permit period (including all vendors). The permittee can only place banners, decorations, and flags in the rented space without causing damage. Additional decorations other than those authorized in the rented space are not allowed. NCPRD staff has the right to have the permittee remove any decorations that may be offensive to other park or facility users.

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: _____