



# COMMUNITY CENTER RENTAL APPLICATION

Key # \_\_\_\_\_

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* www.venetaoregon.gov

Mark one:  Private Party/Individual  Senior Citizen Group  Governmental Agency  
 Educational program  Non-Profit

Name of Organization/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone (s): \_\_\_\_\_ Email: \_\_\_\_\_

Date (s) of Use: \_\_\_\_\_ Time : \_\_\_\_\_ to \_\_\_\_\_  
(Must include set-up & clean up time)

Estimated attendance: \_\_\_\_\_ Type of Event \_\_\_\_\_

**Community Center** 25192 E Broadway, Veneta, OR 97487. Rental includes full use of kitchen.

Occupancy not to exceed 100 people

Rental includes: 16 - 8' banquet tables; 4 - 4' round tables; and chairs for indoor use only.

<b>Rental Rates:</b>	<b>Number in attendance</b>	<b>Min. Charge (1st 3 hrs.)</b>	<b>Each Add. Hour</b>
	1-10 People	\$35	\$15
	11-50 People	\$45	\$20
	51-100 People	\$55	\$25

- Deposit of \$50.00 required for all rentals even if fee is waived or reduced. Deposit refundable if key is returned and the Community Center is cleaned up as instructed in the Facilities Rental Rules and Agreements.
- Events or group activities sponsored by organized senior citizen groups will receive a 50% discount on above rental fee.
- Scheduled education programs may be scheduled on a 1 hour basis at the rate of \$15.00/hour.
- Non-profit organizations may submit written requests to the City Council for fee reductions or fee waivers for consideration by City staff or City Council.
- Failure to comply with Facilities Rental Rules & Agreements may affect continued and/or future waiver requests.
- Events sponsored by the City of Veneta or other governmental agencies may use the Center at no cost/deposit.

I certify that I am the authorized representative of the above group( s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the rules and agreements regarding use of the Cities facilities. I understand that violation of any of these policies may jeopardize current and future use of the facility. I have been given a copy of the rules and agreements and I and the organization I represent understand and agree to abide by them in their entirety.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

<u>RENTAL</u>	<u>REFUND</u>
Rental Fee: \$ _____ Date Pd: _____ Initials: _____	Amount to Refund: _____ Reviewed by Staff: _____
Deposit: \$ _____ Date Pd: _____ Initials: _____	Approved by Supervisor: _____

## WAIVER

Amount of Waiver \$ \_\_\_\_\_ Council Approved: Y / N Date Approved/Denied: \_\_\_\_\_ Renter Notified: Y / N