

**City of Paisley
Community Center
PO Box 100
Paisley, Oregon 97636**

Phone: (541) 943-3173

Email: info@cityofpaisley.net

The City of Paisley would like to welcome you to the Paisley Community Center. Please fill out and return the attached packet either by email or mail or you can use the drop box located on the side of City Hall. Let us know if there is anything that we can do to make your use of the facilities more enjoyable. You may obtain a key to the facility at the Paisley Mercantile. It is your responsibility to return it to the store as soon as you are finished as there may be someone else who needs it soon after you. There are usage fees of \$75.00 to \$125.00 for the Main Hall, which includes a refundable \$50.00 cleaning fee. Non-profits and fundraising groups are welcome to write a letter requesting a reduction in price. This amount plus any additional donation that you feel is appropriate is how the City of Paisley is able to keep up maintenance of the building. Thank you for your payment and /or donation, if you need a receipt, please note it on the application and one will be mailed to you!

Thank you,

The City of Paisley

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PO Box 100

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Community Center Use Application

This use agreement, made this date _____, between City of Paisley (LESSOR)
and _____, hereinafter referred to as LESSEE.

LESSEE is entitled to use and occupy the premises on the dates and hours described below, together with the right of access to, and a limited use thereof for the indicated hours scheduled below for set-up and cleanup if necessary.

LESEE Address:_____

Type of Event:_____

Date(s) of Event:_____ Start Time:_____A.M. P.M. End Time:_____A.M. P.M.

Setup Day/Time:_____ Cleanup Day/Time:_____

Daytime Phone:_____ Evening Phone:_____

Will you be using the Kitchen? Yes / No

Food Service: Yes / No Caterer Name/Phone:_____

Comments/Special Needs:_____

Do you need a receipt:_____

If yes please include a mailing address.

.....
Please list any comments or notes below.

Amount Paid:_____

Check #:_____

Date Paid:_____

Lessee's initials required on each of the following:

_____ All damages to the facilities and/or equipment while rented for events are subject to repair or replacement cost (excluding normal wear). AREA MUST BE LEFT CLEAN.

_____ Any additions or changes must be in writing and signed by the City and attached to this contract as an addendum.

_____ The City is not responsible for setting up or returning the facilities to the condition they were in when rented.

_____ No alcohol will be served at the Community Center without an OLCC Permit and proof of insurance.

_____ Permittee shall hold harmless Paisley City Hall, Council, and Lake County, all officers, employees and agents of each from any liability to persons or property that may arise out of LESSEE'S action or by reason of LESSEE'S exercise of this permit.

_____ Garbage must be hauled off site. It can be taken to the dumpster at the trailer park on Mill Street.

_____ Tobacco free facility.

☐ LESSEE agrees to and fully understands and agrees to be in compliance with the above agreement

LESSEE Signature

Date

LESSOR - City Representative

Date

Lessee Printed Name

****Please Note** The Reservation is not secured until all requirements have been met, and the Application and Agreement have been approved by the City of Paisley.**

Community Center Post Event Checklist (Lessee Copy)

The person applying, listed on the Community Center Use Application and Agreement, is responsible for ensuring the room(s) are cleaned upon conclusion of the event. Failure to do so will result in the City passing on, to the person applying, any charges incurred to clean the Community Center or loss of the \$25.00 cleaning fee, whichever is greater.

The following is provided to assist you in returning the facility to its pre-use condition.

Room(s) and Common Areas

- Remove all decorations and associated materials,
- Claim all belongings,
- Sanitize all tables with cleaner and towels provided,
- Sweep all floors with brooms provided,
- Restore tables and chairs to storage area.

Restrooms

- Ensure general cleanliness,
- Make contact with City Hall if paper products/soap need restocking,
- Sweep floor.

Kitchen

- Remove all food and belongings,
- Clean all equipment used,
- Wipe down and sanitize all surfaces with cleaner and towels provided,
- Sweep floor,
- Ensure general cleanliness,
- Garbage to be taken to the dumpster at the Trailer Court (616 Mill St.). Please be sure to let the Garage know you are taking it there.