

**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 can 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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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: _____

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,
- Contact 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,
- Remove garbage.