

## EVENT RENTAL TERMS AND CONDITIONS

to be issued with the RSC Rental Agreement

### **Section I - Operator**

The Redmond Senior Center (RSC) is leased from the City of Redmond (City) and operated by Redmond Counsel for Senior Citizens, Inc., a 501(c)3 nonprofit corporation duly incorporated under the laws of the State of Oregon with the principal office located at 1135 SW Highland Ave. in Redmond, OR 97756.

### **Section II – General**

- The RSC facilities will be assigned on a “first come, first served” basis.
- The facilities must be returned to the same condition as at the beginning of the rental period.
- Use of the facilities by any user shall not be construed in any way to be an endorsement of the user’s policies, goals, or beliefs by the City or RSC.
- Applicants for facility use must be at least 21 years old.
- Sufficient adult supervision must be provided to groups of minors to avoid damage to the facility.
- Facility users must hold the city and RSC harmless from any liability for injury or damage to persons or property resulting from the user’s activities. The City may require the user to purchase insurance for certain activities.
- Users are responsible for any damage to City or RSC property and/or equipment.
- Users may be held responsible for additional cleaning costs to restore the facilities to the condition existing when use began if the expenses exceed the amount of deposits.
- Any violation of this policy may result in denial of future use of the facilities.

### **Section III – Fees & Deposits**

Fees are outlined in the RSC Agreement. Renters are charged for all rooms reserved, whether or not the rooms are occupied or used on the applicable dates. A reservation fee equal to 50% of the total rental fee plus a refundable deposit is required to secure your date. The refundable deposit equals 50% of the total rental fee or \$500 whichever is less. The reservation fee is forfeited if the reservation is cancelled less 10 business days from the date of the event. The balance of the rental fee is due on the 10<sup>th</sup> business day prior to the rental date along with any permits and/or insurance certificates.

### **Section IV – Prohibitions**

All of the following are prohibited in the facility and on the property, including the parking lot:

- **WEAPONS:** NO WEAPONS, GUNS, OR KNIVES, WHETHER LEGAL OR ILLEGAL, SHALL BE ALLOWED ON THE PREMISES.
- **GAMBLING:** No gambling of any kind as defined by Oregon statutes.
- **ENTERTAINMENT/MUSIC NOISE:** Entertainment/music noise must operate within the parameters set by the City of Redmond’s nuisance ordinances. It must be set up inside the building and have all the windows and doors closed. Amp settings must be turned down by 10:00 PM.
- **ALCOHOL:** Possession/consumption of alcoholic beverages except as defined in section V – Alcoholic Beverages below.
- **CONTROLLED SUBSTANCES:** No possession and use of controlled substances other than by medical prescription.
- **SMOKING:** The RSC is declared a Non-Tobacco Use Facility. It is the intention of the Council to protect the health of all persons who use the property, to protect the property, and to maintain the property in an attractive condition for all users.

- No smoking or tobacco, vaping, use of marijuana, or the use of smokeless tobacco, except in the designated outdoor smoking area at the northwest rear of the building or in a privately owned vehicle in the parking lot.
- Disposal of legal smoking products and smokeless tobacco products (including expectorating into a container) is allowed only in the designated tobacco use areas or private vehicles.
- **DISORDERLY CONDUCT:** No disorderly conduct, fighting, or other behavior that would result in the need to call the police.
- **PETS:** No pets except support, service, or alert dogs.

### **Section V – Alcoholic Beverages**

Alcohol must be approved by RSC and is solely at the discretion of RSC.

- The user of the Center and caterer must follow all Oregon Liquor Control Commission (OLCC) requirements, be responsible for regulating alcohol consumption by event attendees, and be responsible for attendee behavior.
- Alcoholic beverages may only be served and/or sold and consumed within the RSC building. No alcoholic beverages permitted outside.
- Beer, wine, champagne, and hard cider may be served on the premises as per the authority of the Redmond City Council. No permit required.
- “Hard” alcoholic beverages require the following and documentation must be submitted no later than 10 business days prior to the event:
  - Banquet Permit from the City of Redmond
  - 2 Million Dollar Event Insurance naming “The Redmond Senior Center” as additionally insured
  - Class A Licensed Caterer that meets all OLCC requirements.
  - Security personnel sufficient to restrict alcoholic beverage consumption and meet all OLCC requirements.

### **Section VI – Scheduling**

Scheduling for all facility use will be done through the RSC Coordinator assigned to the Center during normal business hours, 8:00 AM to 3:00 PM, Monday through Friday.

- The facilities will be opened no earlier than 8:00 AM and must be vacated no later than 10:00 PM. Allow for sufficient time for setup and cleanup between these hours.
- RSC reserves the right to cancel a reservation due to natural or human-caused acts that may make the facilities unusable or for false representation by the user and the user’s planned activities.
- RSC scheduled activities receive priority consideration.

### **Section VII – Other Equipment**

Prior approval is required before bringing any equipment or furniture other than those listed below into the facility. The following are available for use at the Center at no extra charge: • Coffee pots • Tables and Chairs

- Microwave (Dining Room A only) • TV (wallmount or portable)

### **Section VIII – Use and Cleanup Procedures (Including Decorations)**

- Users must provide their own setup, take down and janitorial services.
- Any decorating or other changes to the facility must be discussed with and approved by the Coordinator when the balance of the rental fee is paid.
- No equipment or furniture may be removed from the RSC.

#### **DECORATIONS AND SET UP:**

- All decorating shall be done on the day of the event. Setting up and taking down tables and chairs, etc., is the User’s responsibility. Set up and clean up needs to be incorporated within your event’s scheduled beginning and ending time.
- Freestanding decorations are permitted (kiosks, arbors, and arches). Please put a rug or material under the stand to protect the floors.
- When decorating, please do not attach anything to the acoustic panels on the walls.

- Decorations may be attached to the windows or the chair rails using painter's (blue) tape. No staples, nails, screws, or duct tape on the walls, but you may use a commercial wall attacher such as Plasti-Tac.
- Fog machines are not allowed as they set off the fire alarm system in the building.
- If candles are used, they must be stored in enclosed containers. Dripleless candles may be used in candelabras.

### **Section IX – Entertainment Noise**

Musical entertainment is allowed but must operate within the parameters set by the City of Redmond's Nuisance ordinances. It must be set up inside and have all windows and doors closed. Amp settings must be lower than that defined as "nuisance" by the City ordinance and must be turned down by 10:00 PM.

### **Section XI – Parking**

Parking is limited as there may be more than one event occurring simultaneously. Please do not park in the Fire Department's lot next door; you will be ticketed and/or towed.

### **Section XI – Violations**

Persons who violate this policy will be informed of their violation. Any subsequent violation will subject the person to removal from the property. Renters of the property who allow violations of this policy may be barred from future use of the property.

### **Section XII - Rental Clean-Up**

- You provide mop, bucket, broom, vacuum, and cleaning supplies.
- Set-up and clean-up times are incorporated into your scheduled reservation time.
- Do not throw rice, confetti, glitter, etc., inside or outside the building.

## **CLEANING CHECKLIST**

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### **GENERAL**

- If you would like to donate your empty redeemable cans and bottles, there is a collection shed in the main parking lot.
- Pick up any litter from the event outside on the grounds and dispose of it in the dumpster.
- ☐ Place all garbage and trash in the disposal facilities outside the Kitchen.
- ☐ Replace trash can liners.
- ☐ Clean all floors and other surfaces and return them to the condition when occupancy begins.

### **TABLE AND CHAIRS**

- DO NOT DRAG tables or chairs across the floors.
- ☐ Wipe off tables and chairs.
- ☐ Return tables and chairs to original configuration.
- ☐ Return extra tables to cart.
- ☐ Place extra folding chairs on the chair rack
- ☐ Stack extra main dining room chairs.

### **FLOORS**

- ☐ Dust/sweep/mop the floor(s). If food or beverages are spilled, use a damp (not wet) mop to clean the area.
- ☐ Remove all decorations and place them in the dumpster at the west end of the building outside the kitchen area.

### **SURFACE AREAS**

- ☐ Wipe down the counter(s) and microwave if used.

**RESTROOMS**

- ☐ Pick up loose paper on the floors and counters—empty trash containers into the dumpster at the west end of the building outside the kitchen area.
- ☐ Clean up any messes on walls, floors, counters, sinks, mirrors, doors, and carpets.
- ☐ Wipe counter and floors dry.
- ☐ Clean and flush toilets.

Upon leaving, secure the building and check all doors and windows. Return key to lockbox.

Failure to comply with the above requirement satisfactorily can result in forfeiting part or all of your security deposit and/or having additional charges assessed against the user.