



**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT
BOB CHISHOLM COMMUNITY CENTER

Policies and Fees

Thank for your interest in using the Bob Chisholm Community Center. The center is available to members of our community and beyond. Our facility is available to rent for events such as wedding receptions, celebrations of life, birthday parties, meetings and much more.

-Facility operational hours are 9:00 a.m. -5:00 p.m. Monday through Friday (Closed Holidays)

-Facility is available for rental **Sun-Thur: 9:00am to 9:00pm** and **Fri/Sat: 9:00am to 10:00pm**. **No rentals on Holidays.**

BCCC Fee Schedule:

Facility	Group 1*	Group 2	Group 3	Group 4
Main Hall	\$15 hr	\$30/hr(min2hr)	\$30/hr(min2hr)	\$50/hr(min2hr)
Kitchen	\$10 hr	\$20/hr	\$20/hr	\$30/hr
Art Room	\$10 hr	\$20/hr	\$20/hr	\$30/hr
Meeting Rm 1	\$10 hr	\$20/hr	\$20/hr	\$30/hr
Meeting Rm 2	\$10 hr	\$20/hr	\$20/hr	\$30 hr

*Proof of non-profit status is required at time of registration

Mary Blake Playhouse	First 4 hours free	After 4 hrs cost is \$10 hr up to \$40 max**
----------------------	--------------------	--

**A \$50 refundable cleaning deposit is required to rent the Mary Blake House

Rentals outside of Operational Hours (M-F 9am-5pm): A \$25 /hr staffing fee will be added for rentals outside of the normal operational hours. A two hour minimum is required for all rentals outside of normal operational hours.

Group 1: City resident, not for profit, civic, social, religious, service and youth organizations and 501c3 Non-Profit organizations. *

Group 2: City resident who has commercial (business) that is profit making.

Group 3: Non-residents, not for profit, civic, social, religious, service and youth organizations.

Group 4: Non-residents who have commercial (business) that is profit making.

Signature: _____ Date: _____

Deposits: for BCCC

Please initial each line:

_____ A \$200 refundable cleaning deposit is required at time of reservation. All cleaning shall be done by end of reserved time (no later than 10pm for late reservations). Deposit will be refunded within 10 business days after conclusion of event. Glitter is **not** allowed in the facility.

_____ A \$250 alcohol deposit is required for any event that includes alcoholic beverages.

_____ Alcohol use: Any alcohol use must follow our OLCC requirements which include, but are not limited to: a certified OLCC handler, no alcohol brought in or taken out of building during event, no sales of alcohol.

_____ Alcohol must be in a designated area if minors are present. **Proof of OLCC handler certification required before event.** * A referral list of OLCC certified handlers may be provided per renter's request.

_____ If Police respond to an event, because of any type of disturbance it is an automatic forfeit of all deposits.

_____ Tobacco and Illegal Drug use are strictly prohibited. Anyone suspected of being under the influence of intoxicants will be asked to leave immediately.

_____ Failure to follow all guidelines will result in closing of your activity, forfeiture of all deposits, and denial of future facility use.

_____ Users shall be responsible for leaving the building clean and in original condition as stated in the policies and procedures. Users will be billed for the costs of janitorial services, necessary repairs from damage or inventory loss. Cleaning/Janitorial fee of \$35/hr for any work needed after the conclusion of rental.

Available Services:

Coffee and Tea service available with any rental includes set up, clean up, cups, sugar, creamer, spoons. Pricing is as follows:

Coffee and Tea Service \$25

If a PA, podium, projector and screen are needed, please let us know when scheduling your rental.

Signature: _____ Date: _____

BOB CHISHOLM COMMUNITY CENTER POLICY/PROCEDURES

All applications for reservations must be on official forms provided by the Bob Chisholm Community Center, managed by Sunset Empire Park and Receptions District and owned by the City of Seaside.

1. Office hours are Monday- Friday 9:00 am- 5:00pm -- Note: All major holidays are observed.
2. Groups requiring time to decorate or make other preparations must include such time in their original application. **Be sure to include clean up time in your facility use plans.**
3. For the purpose of this policy, "Resident" shall mean: in the case of an individual, principal place of residence is in Seaside; in the case of a group: majority of the organization resides in Seaside.
4. Any organization or individual using a public facility may not restrict use of such facility by reason of race, creed, age, sex, national origin, disability or any protected classes under established federal guidelines.
5. Fees are due 10 days in advance of event unless previous arrangements have been made. Reasonable notice is required of cancellations (48 hours requested). If the Bob Chisholm Community Center is not reasonably notified a \$50 cancellation fee will be charged.
6. All groups are responsible for notifying the Bob Chisholm Community Center staff of any changes in their use of the facility, especially cancelled dates.
7. Facility Capacities:
 - a. Main Hall: 140 with tables and chairs, 295 without tables.
 - b. Meeting room (1&2): 25 per room, seated.
8. A chaperone 18 years of age or older will be required for every 15 participants at children and teen events. A list of chaperones with addresses and phone numbers may be required.
9. For any event at which alcohol will be served, the Application Form must indicate this use and all procedures stated in Ordinance No.97-03 governing Community Center use shall be followed.
10. Any event judged high hazard by Community Center Management or Community Center Commission must provide a liability insurance binder naming the City of Seaside, the Sunset Empire Park & Recreation District and their employees/agents additionally insured in the amount not less than \$1,000,000 single limit liability. Insurance binder must be on file with the Center (5) working days prior to any approved use.
11. A cleaning deposit will be required of all groups prior to facility use (10) days in advance. The facility inside and outside must be cleaned and returned to the condition in which it was found.
12. Refer to the check list to qualify for a full refund. Failure to clean up will result in the deduction of actual cost for clean-up. Groups obtaining multiple use requests may post a seasonal or annual deposit. All clean-up must be accomplished within the hours on the facility use permit. See fee form for details.
13. Groups causing property damage will be required to pay for damages based on the current cost of repair or replacement, including any staff time incurred. Until payment is received management shall have the right to cancel the group's current use permit (if multiple) and reject any further application.
14. No tape, tacks, nails, staples etc, will be permitted on the walls, ceiling, floors or windows of the facility. Glitter is not allowed in the facility.
15. Notices may be posted on Center bulletin boards only with permission from Center Management.
16. Storage of items for facility use is not permitted without Center Management approval. Prior notice is required.
17. Telephone for public use is available in the hallway. No international or long distance calls are allowed.

Initials _____

18. All tables and chairs must be replaced in their original layout at the conclusion of an event. Look to center staff for guidance in replacing these items.
19. Donations: All offers of donations (including furniture, equipment, TV's, record players, art, etc) need to be presented to management. Donations will be gladly accepted if they meet our criteria.
20. Parking lot use: Overnight parking is not allowed, except by Medix Ambulance Service and Northwest Senior and Disability Services. Handicapped parking spaces are for use by handicapped or disabled persons only. Police will ticket if permit is not present in automobile.
21. The Community Center as per Statewide Statutes is a non-smoking building. Smoking outside of building must follow public ordinance of at least 10 feet from any entry way. However, we ask that patrons observe a voluntary 25 feet non-smoking perimeter to keep smoke from entering the facility.
22. Use of any facility-user supplied sound system including, but not limited to, live bands, stereos, or amplified sound system is allowed with permission from management. Use must be in accordance to Ordinance No. 5-02-25, Unnecessary Noise. No music after 9:00 pm (Sun-Thur) and 10:00 pm (Fri/Sat).
23. Use of kitchen is available for a fee. Refer to fee structure. The kitchen is equipped for facility users and all items used must be cleaned and returned to storage area neatly. Items not listed will have to be provided by the user group. Locked cabinets and labeled areas belong to the NWSDS meal site. Use of these items will result in a forfeiture of deposit money up to replacement cost of items used.
24. Equipment (tables, chairs, etc) may not be removed from the facility unless check out for user groups is available. Check-out of equipment depends on availability.
25. If the renter breaks any law or policies while on the premises during their functions, the Community Center staff may close the function down by a "Breach of Contract." No refunds will be made and any deposits will be forfeited.
26. Any special requests will need to be presented to the Community Center Commission, which meets the 1st Tuesday of each month at 10:00 am.

Signature: _____ Date: _____