



## Facility Use Agreement

**Bob Chisholm Community Center**

1225 Avenue A  
 Seaside, OR 97138  
 Phone: (503)738-7393  
 Fax: (503)738-3348

**Mary Blake Playhouse**

1222 Avenue A  
 Seaside, OR 97138  
 Phone: (503)738-7393  
 Fax: (503)738-3348

**Broadway Field**

1140 Broadway  
 Seaside, OR 97138  
 Phone: (503)738-3311  
 Fax: (503)738-3284

**Date and Time requested:** *(please allow adequate time for set-up and teardown of your event)*

Total Hours: \_\_\_\_\_

Function: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business: \_\_\_\_\_

Event day contact: \_\_\_\_\_ Ph # \_\_\_\_\_

**Will you have amplified music at this event?**  Yes  No **(No music after 9pm (Sun-Thur) and 10pm (Fri/Sat))**

If Yes,  PA System  Live Music  DJ Service  Other

*Bob Chisholm center: Sun-Thu 9am to 9pm / Fri-Sat 9am to 10pm*

<b>Bob Chisholm Community Center</b>	Fee Group: Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Main Hall		\$ _____
	<input type="checkbox"/> Kitchen		\$ _____
	<input type="checkbox"/> Meeting Room 1		\$ _____
	<input type="checkbox"/> Meeting Room 2		\$ _____
	<input type="checkbox"/> Staffing Fee (required for all rentals outside operational hours)	Hours _____ X \$25 /hr.	\$ _____
	<b>Deposits:</b>		
	<input type="checkbox"/> \$200 Refundable Cleaning Deposit (required at time of reservation)		\$ _____
<input type="checkbox"/> \$250 Refundable Alcohol Deposit		\$ _____	

<b>Mary Blake Playhouse</b>	Fee Group: Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> Additional Hours	Hours _____ X \$ _____ /hr.	\$ _____
<input type="checkbox"/> \$50 Refundable Cleaning Deposit (required at time of reservation)		\$ _____	

Broadway Field	Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> Lighting Fee (required for all rentals taking place after daylight hours)	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> \$200 Refundable Deposit (required at time of reservation)		\$ _____

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Rental Items	<input type="checkbox"/> Coffee/Tea Service (where available) \$25	\$ _____
	<input type="checkbox"/> Projector & Screen (computer not included) \$25/use	\$ _____
	<input type="checkbox"/> PA System \$35/use	\$ _____

**Total Balance Due** \$ \_\_\_\_\_

**Indemnity Statement:** I hereby certify that I have read and will abide by all rules and regulations of the Sunset Empire Park & Recreation District as outlined in the attached Policies and Procedures. I will enforce such rules among participants in my organization. As a duly authorized representative of the requesting organization and on behalf of the requesting organization, I agree to save, keep and bear harmless the City of Seaside, Sunset Empire Park & Recreation District and all its officers and agents from all damage costs or expense in law or equity (including costs of suit and expenses for legal services) that may arise or be set up because of damage in property, death or injury to persons received or suffered in connection with the event described above which may be occasioned by any negligence on the part of the requesting organization or any of its agents or employees, or any act or omission to act on the part of the said organization, its agents or employees which result in a dangerous condition of property on requested City or District facility. Management is not responsible for any items left in District Facilities or on its property, whether or not secured.

**\*You can mail, fax or email this form back to: [rentals@sunsetempire.com](mailto:rentals@sunsetempire.com)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**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**
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\*\*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 Recreations 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 1<sup>st</sup> Tuesday of each month at 10:00 am.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Amplified Music at the Bob Chisholm Community Center

Thank you for your interest in renting the Bob Chisholm Community Center, we certainly hope the following information will help you better understand our center's policies regarding the use of amplified music during events.

Being surrounded by a residential neighborhood as we are, our main consideration here at the community center is our relationship with our neighbors. Through many conversations, we have reached an understanding as to what is an acceptable volume for music and amplified voices. **Events must be kept to a strict 80 dB limit according to the A-weighted scale**, the most accurate representation of human hearing. Staff will be present during event setup with a meter to assist in establishing a maximum volume. We ask that low frequency tones that are below the meter's detectable range be reduced to the lowest possible levels as they are the most problematic when trying to adhere to the City of Seaside's noise ordinance.

As a renter, it is your responsibility to monitor the volume of the music during the event. Occasionally neighbors may still complain about the noise level and in turn, staff have been instructed to advise renters to further reduce the volume of the music/sound to comply with neighbors' requests.

**\*In the event that police are dispatched due to a noise complaint, all deposits associated with the event will be immediately forfeited.**

Noise level	Noises at this dB level	Action
150 dB	Explosion	Instantaneous damage to your ears!
140 dB	Rifle shot	
130 dB	Pain threshold of an average human	
110 dB	<ul style="list-style-type: none"> <li>• Rock concert or night club</li> <li>• Airplane taking off</li> <li>• Baby crying loudly</li> <li>• Jack hammer</li> </ul>	Limit to 4 mins exposure time without hearing protection.
105 dB	<ul style="list-style-type: none"> <li>• Personal music players, IPODs, MP3 players at high volume e.g. 80% of the maximum level</li> <li>• Stereo</li> </ul>	
95 dB	Hammering nails into wood	
90 dB	<ul style="list-style-type: none"> <li>• Thunder</li> <li>• Chainsaw</li> <li>• Lawn mower</li> </ul>	Limit to about 2 hours without hearing protection.
85 dB (the damage threshold)	<ul style="list-style-type: none"> <li>• Heavy traffic</li> <li>• Motor bike</li> <li>• Vacuum cleaner</li> <li>• Electric mower</li> <li>• Kitchen blender</li> </ul>	Prolonged exposure to noise at this level results in hearing loss, so limit to 8 hours without hearing protection.
70- 80 dB	<ul style="list-style-type: none"> <li>• Hair dryer</li> <li>• Flushing toilet</li> <li>• Loud telephone ringing</li> <li>• Busy office</li> <li>• Noisy restaurant</li> </ul>	
60 dB	Chatting with your girlfriends	
Up to 20 dB	<ul style="list-style-type: none"> <li>• Rustling leaves</li> <li>• Clock ticking</li> </ul>	



# Clean up Checklist

Bob Chisholm Community Center - 1225 Ave A - Seaside, OR 97138

Thank you for choosing the Bob Chisholm Community Center for your special event. We hope you enjoyed your time here. Our goal is to provide you with a safe, clean and functional facility for your event. Please keep in mind that in order for you to receive a full refund for your cleaning deposit you are required to leave the facility in the same condition in which it was rented. This checklist will be kept with your rental file and is proof that you did return the facility to its original condition. If you have any questions, please ask the staff person on duty.

<b>Patron Name</b>	
<b>Date of Rental</b>	

	<b>Initial</b>	
<b>General</b>	Empty all garbage cans (bathrooms, hall & kitchen) into dumpster and reline garbage cans	
	Vacuum all carpeted floors (front and back)	
	Pick-up litter on restroom floors, sweep and mop	
	Check outside perimeter of building and parking lot for litter, cigarette butts, etc.	
	Close windows and doors	
	Clean up and remove all decorations (including tape) No glitter please!	

	<b>Initial</b>	
<b>Main Hall</b>	Return tables and chairs to original placement (4 round tables/32 chairs)	
	Any additional tables/chairs put away in storage room	
	Sweep and mop all floors (after all is clean, return broom and mop to the closet)	

	<b>Initial</b>	
<b>Kitchen</b>	Turn off all appliances (coffee pots, steam table, stove and oven)	
	All dishes/cookware/utensils washed, dried and put away	
	All counters cleaned and sanitized	
	All items removed from cooler/freezer	
	Coffee pots washed	
	Dishwasher drained and work space cleaned	
	Mop Floor	
	Be sure all kitchen trash is placed into dumpster, garbage cans relined	

Patron Signature \_\_\_\_\_ BCCC Staff Signature \_\_\_\_\_