

City of St. Paul  
20239 Main Street NE  
St. Paul, OR 97137

**FACILITIES RENTAL APPLICATION (FOR RESIDENTS OF ST. PAUL\*)**

Organization or individual renting facility: \_\_\_\_\_

Contact person day of event: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-Mail Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Maximum Attendance: \_\_\_\_\_

Arrival/Set-Up Begins: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Clean Up Ends: \_\_\_\_\_

Will there be alcoholic beverages served: YES/NO \*\*\*\*\*IF YES SEE ALCOHOL POLICY \*\*\*\*\*

***If additional time is necessary, arrangements must be made with the city office in advance.***

FEE SCHEDULE

		Fees
Application Fee - Non-Refundable	\$35.00	\$35.00
Deposit: (will be deducted from total due)	\$100.00	\$100.00
Entire Community Hall - Upstairs/Downstairs	\$600.00	\$ _____
Upper Floor Only (no cooking of food allowed upstairs)	\$350.00	\$ _____
Lower Floor Community Hall with Use of Kitchen	\$250.00	\$ _____
Lower Floor Community Hall Funeral Reception	\$130.00	\$ _____
Cleaning and Damage Deposit (May be fully or partially refunded)	\$200.00	\$200.00
Security ( _____ number of guards x \$250.00)		\$ _____
Garbage	\$45.00	\$ _____
<b>NOTE: If Dumpsters is overflowing or additional dumpsters are required, user will be charged additional fees</b>		
<b>All Fees must be paid at least 60 days prior to the event</b>	<b>TOTAL FEES DUE</b>	<b>\$ _____</b>
	<b>DEPOSITS &amp; FEE PAID WITH APPLICATION</b>	<b>\$ _____</b>
	<b>REMAINING AMOUNT DUE ON _____</b>	<b>\$ _____</b>
	<b>(60 DAYS PRIOR TO EVENT)</b>	

Please list all equipment or specialty items you will bring. You must have prior approval and liability insurance may be required.

\*Applicant Resides within the boundaries of zip code 97137

\*\*Security may be required for your event. It is required for events where alcoholic beverages are served. Contact City Staff for further information.

## GENERAL GUIDELINES:

- Reservations should be made at 20239 Main Street NE, St. Paul OR, 97137 between the hours of 10:00 a.m. and 2:00 p.m. Tuesday through Friday. Special arrangements may be made by calling in advance at 503-633-4971.
- Rental hours are from 9:00 a.m. on the date of access to 12:00 p.m. on the day following your event, unless other arrangements are made with the City.
- **The Community Hall upstairs has a capacity of 250 people with tables and chairs and 299 with chairs only. The downstairs capacity is 166 with tables and chairs and 199 people with chairs only.**
- Rental groups are responsible for set up/return tables and chairs to original locations. **To protect the upstairs ball room floor, please do not drag chairs or tables across the floor.**
- Renters are responsible to pay for all property damages to the facility resulting directly or indirectly from the conduct of any group member or member invitees. **Children must be supervised at all times. Children under 12 must remain with an adult at all times.**
- **The elevator is a wheel chair lift only** and is not intended to move items from one floor to the other.
- The use of all tobacco products and marijuana is prohibited on the property.
- No use or possession of unlawful weapons of any kind are allowed, except for law enforcement officers.
- No open flames are permitted in or near the facility. Candles inside enclosed non-flammable containers may be used with prior City approval.
- No animals are allowed on the property, except registered service animals.
- Gambling is prohibited unless deemed a contest of chance, if determined it will be permitted for non-profit charitable organizations only.

**INSURANCE AND SPECIAL REQUIREMENTS:** CERTIFICATE OF INSURANCE IN THE AMOUNT OF \$1,000,000 ISSUED BY YOUR INSURANCE COMPANY NAMING THE CITY OF ST. PAUL AS AN ADDITIONAL INSURED. THE PERIOD OF COVERAGE MUST BEGIN ON THE "SET UP" DATE AND EXPIRE NO EARLIER THAN 11:59 P.M. ON THE "CLEAN UP" DATE. **CERTIFICATE MUST BE RECEIVED AT LEAST 21 DAYS PRIOR TO THE EVENT.**

## GENERAL TERMS AND CONDITIONS:

- User shall provide certificate of insurance and additional insured policy endorsement to the City 21 days prior to the event. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance used to satisfy these requirements.
- Alcohol service must stop 30 minutes prior to the conclusion of the event.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of St. Paul facilities. All service and consumption must meet OLCC requirements.
- City officials may be present at functions and have the authority to enforce the rules and regulations of the facility, including enforcing trespass violations, checking identification of minors, and limiting or stopping alcoholic beverage service. A facility supervisor or manager may be present at all functions where alcohol is served.
- This application incorporates City of St. Paul Ordinance 2004-191 and any other related ordinances and resolutions of the City of St. Paul.
- Violation of facility rules, City Ordinances, or State laws while using the facility may be grounds for cancellation of the event and without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.

**ALCOHOLIC BEVERAGES:** ALL Alcoholic beverages **must** be dispensed by a licensed bartending service or Oregon Liquor Control Commission ("OLCC") server approved by the City.

## OLCC INFORMATION:

- An OLCC Special Events License is required at all events where alcohol is available and you either require payment or purchase, or accept donations of money (including a tip jar), for;
  - Alcohol;
  - Entry or admission
- If as a host or hostess you just greet and seat customers, you do not need a service permit. However, if you take an order for alcohol, collect money from customers who have been drinking, or ring up checks that include charges for alcohol, you are selling alcohol and need a service permit. If you roam the floor and sometimes help servers by delivering drinks to a table or refilling a customer's glass of wine or beer, you are serving alcohol and need a service permit. The law states you must have a service permit if you mix, serve, or sell alcohol **in any manner**. \*\*Please call OLCC at 503-872-5198 to determine and/or confirm if you need an OLCC license. OLCC can take 10-30 days to process a license. The OLCC license must be visible in the area where alcoholic beverages are being served.

**CLEAN UP:** Cleanup is your responsibility. You are required to clean the facility before leaving and clean-up time is to be calculated in your total time of use. Detailed lists of what is expected is posted in the kitchen and supply room. No food, drink items or debris of any kind may be left overnight in the facilities. All event trash must be disposed of in designated areas at the conclusion of the event.

Items left in the Hall after your check out time become the property of the City of St. Paul and will be disposed of accordingly.

**DEPOSITS:** At the conclusion of the event, an inspection of the facility for the purpose of inspection of proper cleanup, conducting an inventory of facility property and equipment, damage, and any other factors identified by the inspector. The inspection shall identify grounds, if any, for withholding all or a portion of the cleaning/damage deposit. If no grounds are found for withholding of the cleaning/damage deposit the inspection report shall authorize refunding of the deposit.

**Cleaning/Damage deposit refund shall be paid within 15 business days of the conclusion of the event or after the amount of all damage claims have been determined.** If any or a portion of the cleaning/damage deposit is proposed to be withheld, the applicant shall be provided a written notice.

**RELEASE AND INDEMNITY:** (St. Paul Facilities): The undersigned hereby releases, indemnities, and holds harmless the St. Paul Community Hall and City of St. Paul from liability for any and all property damage, personal injuries or other claims arising from the undersigned's participation in the use of the St. Paul Facilities, including those that are known and unknown, foreseen and unforeseen, future or contingent.

**ASSURANCES:** The undersigned has full power, authority, capacity and right without limitations to execute, deliver and perform this action.

**ACCEPTANCE OF LIQUOR LIABILITY:** The undersigned, if serving alcoholic beverages, has obtained any requisite licenses from the OLCC and accepts full responsibility abiding by the OLCC licenses, and its terms, and conditions. Any violation of the OLCC license, including prohibited service of alcoholic beverages to minors, is the sole responsibility of the undersigned.

**CANCELLATIONS:** Fees are non-refundable if an event is cancelled less than 60 days prior to the event.

**BINDING EFFECTS:** This release shall be binding upon the undersigned and the undersigned who has authority to bind the undersigned, its board of directors, officers, manager(s), agent(s), spouse, domestic partner, legal representatives, heirs, successor's and assigns.

**THIS RELEASE HAS BEEN FULLY READ BY THE UNDERSIGNED AND THE UNDERSIGNED FULLY UNDERSTANDS ITS TERMS AND CONDITIONS AND HAS VOLUNTARILY EXECUTED AND DELIVERED THIS RELEASE AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
USER/APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY STAFF

\_\_\_\_\_  
DATE

\*\*\*REFER TO THE CITY OF ST. PAUL "ST. PAUL FACILITY ORDINANCE NUMBER 2004-191" FOR COMPLETE REGULATIONS\*\*\*

\*\*\*\*\*FOR CITY OF ST. PAUL STAFF OR AGENTS ONLY\*\*\*\*\*

FEES PAID \$ \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_ CASH \$ \_\_\_\_\_ CHECK/RECEIPT NUMBER(S) \_\_\_\_\_

REVISED JULY 2019