**St Johns Community Center**
8427 N Central Street, Portland OR 97203
Phone: (503) 823-3192 Fax: (503) 823-3128

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

# RENTAL APPLICATION

| | |
|---|---|
| ***Main Contact:*** | ***Phone:*** |
| ***Company:*** | ***Non Profit #:*** |
| ***Address:*** | ***City/State/Zip*** |
| ***Email:*** | ***Fax:*** |
| ***Event Description:*** | |
| ***Event Date(s):*** | ***Type:*** ❑ One Time ❑ Ongoing ❑ Party Package |
| *If ongoing request, please indicate:* ***Repeats:*** ❑ Monthly ❑ Weekly ❑ Daily | ***Day:*** ❑ Mo ❑ Tu ❑ W ❑ Th ❑ Fr ❑ Sa ❑ Su |
| ***Start Time:*** *am/pm (Including Set Up)* | ***End Time:*** *am/pm (Including Clean Up)* |
| ***Space Requested:*** ❑ Gym ❑ Auditorium ❑ Auditorium with Kitchen ❑ Room 1 ❑ Room 3 ❑ Room 4 | |
| ***Equipment Requested:*** ❑ Chairs (#_____ ) ❑ Tables (#_____ ) ❑ Volleyball Net ❑ Projector ❑ Sound/Mic | |
| ***Estimated Attendance:*** | ***Catered:*** ❑ Yes ❑ No |
| ***Name of Caterer:*** | ***Caterer Phone:*** |
| ***Alcohol:*** ❑ Yes ❑ No | ***Type:*** ❑ Beer ❑ Wine ❑ Liquor |
| ***Is this event open to the public?:*** ❑ Yes ❑ No | ***Will an admission fee be charged?:*** ❑ Yes ❑ No |
| ***Party Package:*** ❑ Indoor Park ❑ Sports & Games ❑ Rock Climbing ❑ Pirate ❑ Princess | |
| ***Child's Name:*** | ***Age:*** ***Expected Attendance:*** Youth= Adult= |

*Please note, reservations are accepted only upon confirmation from rental coordinator that space is available AND:*

- *$25 application/procession fee receive*
- *Refundable security deposit received*

*Remainder of rental fees are due a minimum of two weeks in advance of the event.*

***Applicant's Signature:*** _____ ***Date:***_____

## FOR STAFF USE ONLY

❑ Deposit Received…….. *Staff* _____ *Date:* _____
❑ Contract Signed/Received…... *Staff* _____ *Date:* _____
❑ Cleaning Checklist Received... *Staff* _____ *Date:* _____
❑ Other Applicable Paperwork… *Staff* _____ *Date:* _____
Indicate Other Paperwork_____

*(Hourly rental fees and deposit information listed on reverse)*

## HOURLY PRIVATE EVENTS

*Events or functions not open to the public*

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|---|---|---|---|---|
| **Security Deposit** *(Refundable)* | ***$100*** | | | |
| **Application Fee** | ***$25*** | | | |
| **Gymnasium** | $50 | $70 | 300 | 62' x 96' |
| **Auditorium** | $60 | $80 | 230-300 | 35' x 66' |
| **Auditorium with Kitchen** | $75 | $95 | 242-312 | 35' x 66' + |
| **Classroom 1** | $30 | $50 | 12-25 | 13' x 24' |
| **Classroom 3** | $40 | $60 | 35-75 | 36' x 40' |
| **Classroom 4** | $40 | $60 | 20-40 | 18' x 32' |

## HOURLY NON-PROFIT GROUPS

*Must provide a non-profit tax ID number*

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|---|---|---|---|---|
| **Security Deposit** *(Refundable)* | ***$100*** | | | |
| **Application Fee** | ***$25 Yearly*** | | | |
| **Gymnasium** | $40 | $60 | 300 | 62' x 96' |
| **Auditorium** | $50 | $70 | 230-300 | 35' x 66' |
| **Auditorium with Kitchen** | $65 | $85 | 242-312 | 35' x 66' + |
| **Classroom 1** | $20 | $40 | 12-25 | 13' x 24' |
| **Classroom 3** | $30 | $50 | 35-75 | 36' x 40' |
| **Classroom 4** | $30 | $50 | 20-40 | 18' x 32' |

## HOURLY COMMERCIAL EVENTS

*Events or functions that charge admission or sell products*

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|---|---|---|---|---|
| **Security Deposit** *(Refundable)* | ***$100*** | | | |
| **Application Fee** | **$25** | | | |
| **Gymnasium** | $70 | $90 | 300 | 62' x 96' |
| **Auditorium** | $80 | $100 | 230-300 | 35' x 66' |
| **Auditorium with Kitchen** | $95 | $115 | 242-312 | 35' x 66' + |
| **Classroom 1** | $50 | $70 | 12-25 | 13' x 24' |
| **Classroom 3** | $60 | $80 | 35-75 | 36' x 40' |
| **Classroom 4** | $60 | $80 | 20-40 | 18' x 32' |

- *There is a two-hour minimum rental time during non-operating hours.*
- *Regular Rentals: set up and clean up are part of your rental and must take place during your paid rental time.*
- *Party Packages: Your party host does the set up and clean up for you.*
- *If alcohol is being served at an event- hourly fees increase by $25/hour and security deposit increases to $500.*
- *Multiple room bookings are subject to increased security deposits.*
- *We require at least two weeks notice for all rental reservations.*

## Equipment Available

| | |
|---|---|
| **Tables* & Chairs**** | Included |
| **Sound System & Microphone** | $25 |
| **TV/VCR** | $25 |
| **Projection System** | $50 |
| **Large Coffee Pot** | Included w/Kitchen Rentals |
| **Indoor Park Toys** | $1/child |
| **Balls** | Included w/Gym Rentals |
| **Volleyball Standards/Nets** | $20 |

** **Tables**- 40/6ft + 14/8ft = 54 total **Chairs= 75/Cushioned + 245/Metal = 320 total*

## Children's Birthday Party Packages

| | |
|---|---|
| **Indoor Park Party** | $100 |
| **Sports & Games Party** | $125 |
| **Rock Climbing Party** | $125 |
| **Pirate or Princess Party** | $145 |

**All party packages include:**
Party Host, Balloons, Silverware and Paper Products

- Must Book at least 2 weeks in advance
- $100 refundable deposit required