

Rental Application

Today's Date: _____

Matt Dishman Community Center

77 NE Knott Street, Portland, OR. 97212

Phone: 503.823.3179 | Fax: 503.823.3197 | MattDishman.Rentals@portlandoregon.gov

Rental Information:

Rental Date: _____ Rental Start Time: _____ Rental End Time: _____

Renter will have access to facility during the times listed above including additional set up and clean up

Type of Event: _____ Estimated Total Attendance: _____

Room(s)/Facility Area: _____

Will your event be catered? YES NO _____ Will your event serve alcohol? YES NO _____

Name of caterer: _____ Phone number of caterer: _____

Will event be open to the public? (circle one) YES NO _____

Will renter be charging for the event? (circle one) YES NO _____

Renter Information:

Applicant Name: _____ Birth Date: _____

Company or Organization: _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Email: _____

Reservations accepted only upon confirmation from rental coordinator that space is available and receipt of deposit and/or fees are accepted.

Signature: _____ Date: _____

Staff use only:

- Deposit Received
- Facility Usage Contract
- Received Cleaning Checklist Received Other
- Applicable Paperwork: _____

Received By: MDCC (Staff Name)

Date: _____ Time: _____

Room Classification and Hourly Fees

FACILITY	DEPOSIT	HOURLY	AFTER HOURS	COMMERCIAL
Auditorium	\$250.00	\$95.00	\$110.00	*\$25.00
*alcohol use	\$650.00	n/a	\$135.00	
Craft Room	\$100.00	\$50.00	\$65.00	*\$25.00
Classroom A	\$100.00	\$50.00	\$65.00	*\$25.00
Gym	\$100.00	\$65.00	\$85.00	*\$25.00
Building (3 hour min)	\$550.00	n/a	\$375.00	*\$25.00
*Additional cost per hour for Commercial Rentals				

POOL	DEPOSIT	HOURLY RATE	*Private Pool Rentals are available at the following times: Saturday: 6:15pm Sunday: 7:15pm
Lane	\$100.00	\$20.00/lane	
1-25 people	\$100.00	\$125.00	
26-50 people	\$100.00	\$150.00	
51-75 people	\$100.00	\$185.00	

Hourly rates apply for rentals during hours of operation

OPERATING HOURS			
Monday-Thursday	Friday	Saturday	Sunday
5:30a-9:00p	5:30a-8:00p	9:00a-6:00p	10:30a-6:00p

Rental Policies:

Rentals must be booked no less than 10 days in advance. The Deposit and Processing Fee are due at the time the rental is booked with the rest of the balance due 10 prior to the rental date. Deposits are refundable if there is no damage, delayed departure, or breach of contract. Chairs and tables are provided at no extra charge, but setting them up and breaking them down is the responsibility of the renter. All set-up and clean-up must take place during the allotted rental time. Please request enough time before and after the actual event to allow for set-up and clean-up. Auditorium rentals include a small stage, PA system with one microphone and access to the kitchen. Renters must provide their own dishes, serving utensils, etc. Rentals with alcohol must meet and adhere to MDCC Alcohol Policy stated in the Rental Agreement. Violation of this policy may result in the termination of the Rental Agreement and be asked to leave the facility.



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

www.portlandparks.org Amanda Fritz, Commissioner Mike Abbate, Director

