

# 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:

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- 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	PROCESSING FEE	HOURLY RATE
Auditorium	\$250	\$25	\$90
Craft Room	\$100	\$25	\$45
Classroom A	\$100	\$25	\$45
Gym	\$100	\$25	\$60
Building (3 hour min)	\$550	\$25	\$350
*After hour rentals are available and may have incur extra costs			

POOL	DEPOSIT	PROCESSING FEE	HOURLY RATE
Lane	\$100	\$25	\$15/lane
1-25 people	\$100	\$25	\$115
26-50 people	\$100	\$25	\$145
51-75 people	\$100	\$25	\$175
*Private pool rentals are available on weekends beginning at: Saturday: 6:15pm    Sunday: 7:15pm			

**Weekday rates apply for rentals between:**

Monday 5:30am to Friday 8:00pm

**Weekend rates apply for rentals between:**

Friday 8:00pm to Monday 5:30am and all holidays \*subject to facility closures

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** <sup>SM</sup>

Healthy Parks, Healthy Portland

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

