

East Portland Community Center RENTAL APPLICATION

Applicant Name: _____ **Birth Date:** _____

Company or Organization (If applicable): _____

Non Profit 501C3# (If applicable) _____

Address: _____ **City:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Email Address: _____

Type of Event: _____

Room(s)/Facility Area: _____

Date(s) of Event: _____

(If ongoing, please indicate whether event will be held monthly, weekly, etc. List specific days of the week plus any exceptions)

Rental Start Time (should include set-up) **From:** _____

Rental End Time (should include clean-up) **To:** _____

Event must end at the time listed above. Room must be clean and clear of guests and any personal belongings

Estimated Total Attendance: Adults (18-59 yrs) _____ **Teens** (14-17yrs) _____ **Children** (3-13yrs) _____

Will event be catered? (circle one) **YES NO**

If yes, Name of caterer _____ **Phone Number:** _____

Will alcohol be served? (circle one) **YES NO** (White wine and beer only, as stated in the rental contract)

Will event be open to the public? (circle one) **YES NO** **Is there an admission fee?** (circle one) **YES NO**

Will there be amplified music? (circle one) **YES NO**

Have you ever been denied a rental request? (circle one) **YES NO**

Signature: _____ **Date:** _____

**RESERVATIONS ACCEPTED ONLY UPON CONFIRMATION FROM RENTAL COORDINATOR THAT
SPACE IS AVAILABLE AND RECEIPT OF DEPOSIT AND/OR FEES**

*****FOR STAFF USE ONLY*****

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

RECEIVED BY: (EPCC Staff Print Name):

DATE: _____ **TIME:** _____



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

East Portland Community Center

740 SE 106th * Portland, OR 97216

Room Classification and Hourly Fees

Room Classification					
Room	A	B	C	D	Exclusive Use
Gym				X	Please contact the Rental Coordinator for rates and information for Exclusive Use , or rates and information for Senior All-Night Grad Parties
½ Gym			X		
Multi Purpose 1		X			
Multi Purpose 2		X			
Multi Purpose 3		X			
Studio		X			
Locker Room		X			
Classroom 1		X			
Classroom 2		X			
Lounge	X				
Lobby	X				
Courtyard			X		
Solarium	X				
Pool Room 1	X				
Pool Room 2	X				

Group Classification	A		B		C		D		Exclusive Use
	W/day	W/end	W/day	W/end	W/day	W/end	W/day	W/end	
Non-Profit	\$13	\$19	\$16	\$32	\$25	\$38	\$44	\$68	See Rental Coordinator
Private	\$25	\$38	\$32	\$47	\$47	\$72	\$72	\$110	
Commercial	\$32	\$47	\$38	\$57	\$67	\$86	\$84	\$133	

*Rates listed above are hourly room rates

Weekday rates apply for rentals between:

Monday 5:30am to Friday 6:00pm

Weekend rates apply for rentals between:

Friday 6:00pm to Monday 5:30am and all holidays

*(subject to facility closures)



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

Please Send Completed Form To:

Address: East Portland Community Center
740 SE 106th Avenue, Portland, OR 97216

Fax: (503) 823-3454

Email: EPCC.rentals@portlandoregon.gov

Questions? Call: 503-823-3460