

Permit #: _____

Date Submitted: _____

Charles Jordan Community Center Rental Request Form

**Thank you for your interest in renting at Charles Jordan Community Center!
Rentals must be booked 2+ weeks in advance to secure staffing for event**

Date of Event : _____

Type of Event: _____

Expected Attendance: Adults # _____

Youth # _____

One-time Rental

Ongoing Rental

Guest/Organization Event Classification

Private

Commercial

Non-profit (must provide 501(c)(3) number)

Preferred Times

Day(s) of week: _____

Start Time : _____

End Time : _____

Frequency (on-going only): _____

*Note – All set-up and clean-up is to be included in time of rental.

For Individuals:

Your Name: _____

Phone #: _____

Address: _____

City/State/Zip: _____

Alternate Contact: _____

Alternate Phone #: _____

E-mail Address: _____ @ _____

For Organizations:

Organization Name: _____

Phone #: _____

501(c)(3) #: _____

Address: _____

City/State/Zip: _____

Alternate Contact: _____

Alternate Phone #: _____



Business Hours	<i>Monday-Friday...6:30am-9:00pm</i> <i>Saturday.....9:00am 6:00pm</i> <i>Sunday.....9:00am-1:00pm</i>		
Rate Types	Non-Profit	Private	Commercial
Description	Non-Profit rates are granted to organizations that provide a non-profit tax ID number and do not charge admission or sell products. Example: Neighborhood activities open to the public with no admission fees charged.	Private rates are available to individuals or organizations to hold events or functions that are not open to the public and do not charge admission or sell products. Example: Soccer team celebrations, birthday parties, family reunions.	Commercial rates are available to individuals or organizations to hold events or functions that charge admission or sell products. Example: Basketball tournaments in which teams are charged an admission fee.
Application Fee (Non-Refundable)	Waived	\$15 per rental	\$25 per rental
Room 158 700 sq. ft. Max Capacity 40	\$25 / business hour \$45 / non-business hour	\$30 / business hour \$50 / non-business hour	\$35 / business hour \$55 / non-business hour
Chief Joseph 630 sq. ft. Max Capacity 35	\$20 / business hour \$40 / non-business hour	\$25 / business hour \$45 / non-business hour	\$30 / business hour \$50 / non-business hour
General Vang Pao 275 sq. ft. Max Capacity 10	\$15 / business hour \$35 / non-business hour	\$20 / business hour \$40 / non-business hour	\$25 / business hour \$45 / non-business hour
Small Gym 3800 sq. ft. Max Capacity 200	\$35 / business hour \$60 / non-business hour	\$50 / business hour \$75 / non-business hour	\$65 / business hour \$90 / non-business hour
Large Gymnasium 12,000 sq. ft. Max Capacity 400	\$70 / business hour \$100 / non-business hour	\$100 / business hour \$130 / non-business hour	\$130 / business hour \$160 / non-business hour

- Room 158 \$ _____ x _____ hours = \$ _____
- Chief Joseph \$ _____ x _____ hours = \$ _____
- General Vang Pao \$ _____ x _____ hours = \$ _____
- Small Gym \$ _____ x _____ hours = \$ _____
- Large Gymnasium \$ _____ x _____ hours = \$ _____

The information provided on the following pages will be filled in once rental is confirmed.

Application Fee (Application fee is non-refundable. Fee is charged only if booking can be completed, then added to total fees) \$ _____

Room Fees (Total hours for room(s). Can be booked in full and half hour increments.) \$ _____

Security Deposit (Deposits are fully refundable, provided the building is left in the same condition as when the rental began.) \$ _____

Optional Add-On Fees (i.e., A/V equipment, Indoor Park Toys, Bouncy Castle) \$ _____

TOTAL DUE..... \$ _____

Please read through each of these Guidelines and initial each section:

Policies for Use of Facility:

- NO ALCOHOL may be consumed or served on the premises.
- NO SMOKING inside the facility or within 50 feet of the exterior of the building
- Must be at least 21 years of age to rent the facility.

Supervision:

- Portland Parks & Recreation supervisors and staff reserve the right to monitor the event at any time.
- Recreation supervisors reserve the right to request additional security to be provided.
- Events for youth under the age of 21 require 1 adult chaperone for every 10 youth.
- Children under the age of 12 must be supervised by an adult at all times and remain within the rented space.

Deposit:

- The deposit covers any damage, excess cleaning, rental overtime, or cancellation requests that are received less than 2 weeks prior to the event. Refund is subject to approval of the Rental Coordinator after satisfactory inspection of building. Once approved for a refund (up to 1 week after rental), refunds are given back via check for cash/check payments or to the credit or debit card used to make the original deposit payment. It may take up to 4 weeks to receive a refund check, or up to 10 days for the refund to post to a credit or debit card.

Payment:

- Non-refundable application fee plus security deposit fee is due at the time of booking.
- Rental fee is due 14 days in advance of event. Make checks payable to City of Portland.
- Ongoing rentals can be paid for in advance or on the day of each booking. Please discuss with Rental Coordinator.

Charged Period:

- Rent is charged for the period of the time that the group enters the building until they leave or for the time reserved, whichever is greater. All fees are rounded up to the next half hour. Set-up and clean-up times must be included in the time group rents the facility for their event.

Overtime or Additional Cleaning Needed after Renters Exit Building:

- The rate that will be collected from the deposit for rentals that run overtime or require additional cleaning after renters have left is 1.5x the regular hourly rate. Staff are scheduled to be here strictly for the hours the renter has reserved. There is no guarantee staff may be available to stay past their scheduled time and the building may close when the established rental time expires. Any staff overtime or cleaning required after the event is charged at 1.5x the standard rental rate.

Cancellations:

- If cancellation notice is given less than 7 days prior to the event, deposit & rental charges are both forfeited.
- If cancellation notice is given 8-14 days prior to event, the deposit is forfeited and the package/hourly fees will be refunded.
- If cancellation notice is given 15 days or more prior to the event, all deposit and rental charges are both refunded.
- Portland Parks & Recreation reserves the right to cancel rentals due to conflicts, inclement weather or emergency conditions. In case of cancellation initiated by Portland Parks & Recreation, all fees including any application, deposits and rental fees will be refunded.

Set-Up:

- Renter is responsible for their own set-up and take down of equipment used, with the exception of specialized equipment
- Exits must be kept clear at all times.

Clean-up:

- Renter is responsible for their own clean-up. This includes removal of all food and/or drink spills.
- Rooms are to be left clean and in same arrangement prior to use.
- All decorations and signs put up by group must be removed.
- Clean off and break down all tables and chairs used by group.
- Sweep, mop or vacuum all floors used.
- Bag trash and place in designated area.
- Cleaning equipment and supplies are available for your use.

Additional Insurance:

- Renter may be required to provide additional liability insurance for special events and/or equipment, i.e: medical fairs, inflatables (bounce houses), etc.
- Please see Rental Coordinator for more information.

Damages:

- Decorations are welcomed and encouraged, however some items may be damaging to the floors and walls. Some of these items may include: confetti, silly string, adhesives, scotch tape and push pins.
- Please see Rental Coordinator for more information.

Rental Agreement:

I agree to be responsible for the conduct of the audience/group in and around the community center, and for any damage beyond ordinary wear and tear that may occur to this property (incident to my occupancy thereof). I further agree that the City property will be used in accordance with rules and regulations of the City of Portland and that I shall be responsible for any and all liability arising from the use of the City property and hold the City of Portland, its officers, agents and employees harmless from any action arising from my occupancy. I understand that the City of Portland reserves the right to cancel this permit for any urgent reason. I have also read and agree to the information that I received with this application and agree to these regulations.

Print Name: _____

Signature: _____

Date: _____

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

	Amount	Date Due	Date Paid	Method of payment:
Application Fee	\$	Due at Time of Booking / /	/ /	Cash/Check, Card # ending _ _ _ _
Security Deposit	\$	Due at Time of Booking / /	/ /	Cash/Check, Card # ending _ _ _ _
Rental Fee	\$	Due 14+ days Before Event / /	/ /	Cash/Check, Card # ending _ _ _ _

Approved by: _____

Permit #: _____

Rental Host: _____

Rental Completed by: _____ Date: _____

Deposit:

Returned

Charged: \$ _____

Notes: _____
