

# Peninsula Park Community Center

700 N Rosa Parks Way, Portland OR 97217

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PORTLAND PARKS & RECREATION™

Healthy Parks, Healthy Portland

## RENTAL APPLICATION

<b>Main Contact:</b>	<b>Phone:</b>				
<b>Company</b> (if applicable):	<b>Non-Profit EIN:</b>				
<b>Address:</b>	<b>City/State/Zip:</b>				
<b>Email:</b>	<b>Fax:</b>				
<b>Event Description:</b>					
<b>Event Date(s):</b>	<b>Type:</b> <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing				
<b>Repeats:</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	<b>Day:</b> <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su				
<b>Start Time:</b> _____ am/pm (Including Set-Up)	<b>End Time:</b> _____ am/pm (Including Clean-Up)				
<b>Room(s):</b> <input type="checkbox"/> West Gym <small>(Basketball Gym)</small>	<input type="checkbox"/> East Gym <small>(Padded Floor)</small>	<input type="checkbox"/> Fireside Room <small>(Meeting Room)</small>	<input type="checkbox"/> Add Kitchen <small>(Add on Only)</small>	<input type="checkbox"/> Dance Studio <small>(Mirrors, Marley Floor)</small>	<input type="checkbox"/> Clay Room <small>(Meeting Room)</small>
<b>Equipment:</b> <input type="checkbox"/> Chairs _____ <small>(Max of 80 Chairs)</small>	<input type="checkbox"/> Tables _____ <small>(Max of 15 Tables)</small>	<input type="checkbox"/> Indoor Park Toys & Balls <small>(West Gym Only- Ages 5 &amp; Under)</small>	<input type="checkbox"/> Tumble Mats and Balls <small>(East Gym Only- No Bars or Trampoline)</small>	<input type="checkbox"/> Balls	
<b>Estimated Attendance:</b>	<b>Catered Event:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Name of Caterer:</b>	<b>Caterer Phone:</b>				
<b>Is this event open to the public?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will an admission fee be charged?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					

**Please Note: Reservations are approved upon confirmation from Rental Leader and after:**

- A completed Rental Application has been submitted and payment\* has been made.
- \* Security Deposit must be paid to approve the booking. (An application fee and 25% deposit may also be required.)
- \* Remaining booking fees can be set up to automatically deduct from a credit or debit card 2 weeks prior to your booking

**Rental fees are due a minimum of two weeks in advance of your event(s).  
Late payment may result in cancelation of the rental and a claim on the deposit.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR STAFF USE ONLY

**Date Submitted:** \_\_\_\_\_ **Temporary Permit #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_

**Rental Host:** \_\_\_\_\_  Confirm  Invite  On Calendar

Deposit Received Staff \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fees Scheduled or Paid Staff \_\_\_\_\_ Date: \_\_\_\_\_

Complete Permit Staff \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Processed: Refund \$ \_\_\_\_\_ Staff \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Claiming Deposit: \_\_\_\_\_

Notes:

**BASE PRICE:** Standard rentals and private events.

ROOM	REFUNDABLE DEPOSIT	OPERATING HOURS*	NON-OPERATING HOURS*	MAXIMUM CAPACITY	DIMENSIONS
<b>West Gymnasium</b>	\$250	\$65/hour	\$98/hour	240	49 x 74
<b>East Gymnasium</b> (No food/drink, chairs/tables)	\$250	\$65/hour	\$98/hour	240	49 x 74
<b>Fireside Room</b>	\$50	\$45/hour	\$74/hour	27	18 x 25
<b>Dance Studio</b> (No food/drink, tables, street shoes)	\$250	\$35/hour	\$62/hour	22	24 x 46
<b>Clay Room</b>	\$50	\$30/hour	\$56/hour	26	16 x 23
<b>Add the Kitchen</b> (With West Gym or Fireside)	\$125	\$15/hour	\$38/hour	2	10 x 15

**NON-PROFIT EVENTS:** Must provide an active non-profit EIN on your application

ROOM	REFUNDABLE DEPOSIT	OPERATING HOURS*	NON-OPERATING HOURS*	MAXIMUM CAPACITY	DIMENSIONS
<b>West Gymnasium</b>	\$250	\$32.50/hour	\$59/hour	240	49 x 74
<b>East Gymnasium</b> (No food/drink, chairs/tables)	\$250	\$32.50/hour	\$59/hour	240	49 x 74
<b>Fireside Room</b>	\$50	\$25/hour	\$50/hour	27	18 x 25
<b>Dance Studio</b> (No food/drink, tables, street shoes)	\$250	\$25/hour	\$50/hour	22	24 x 46
<b>Clay Room</b>	\$50	\$25/hour	\$50/hour	26	16 x 23
<b>Add the Kitchen</b> (With West Gym or Fireside)	\$125	\$15/hour	\$25/hour	2	10 x 15

**COMMERCIAL EVENTS:** Events that charge admission or sell products

ROOM	REFUNDABLE DEPOSIT	OPERATING HOURS*	NON-OPERATING HOURS*	MAXIMUM CAPACITY	DIMENSIONS
<b>West Gymnasium</b>	\$250	\$97.50/hour	\$137/hour	240	49 x 74
<b>East Gymnasium</b> (No food/drink, chairs/tables)	\$250	\$97.50/hour	\$137/hour	240	49 x 74
<b>Fireside Room</b>	\$50	\$67.50/hour	\$101/hour	27	18 x 25
<b>Dance Studio</b> (No food/drink, tables, street shoes)	\$250	\$52.50/hour	\$83/hour	22	24 x 46
<b>Clay Room</b>	\$50	\$45/hour	\$74/hour	26	16 x 23
<b>Add the Kitchen</b> (With West Gym or Fireside)	\$125	\$22.50/hour	\$47/hour	2	10 x 15

- **The Security Deposit is due at the time of booking. Ongoing rentals must also pay a non-refundable \$35 Application Fee.**
  - The remaining room & equipment rental fees can be paid at the time of booking or scheduled for automatic deduction from a credit or debit card:
    - Split Payment: One-time events more than \$250 require a down-payment of 25% of the total contract fee, with the remaining balance due two weeks ahead of the date of the event.
    - Payment Plan: On-going and long-term rentals may utilize a payment plan with approval from the supervisor. A \$35 Application Fee, Security Deposit and 25% down-payment are due at the time of booking. The remaining balance can be distributed into monthly payments.
- **A two-hour minimum rental period is required for rentals that take place during non-operating hours.**
  - Operating Hours: Monday-Thursday 9am-7pm, Friday 9am-6pm, Saturday 9am-1pm
- **To receive a full refund, cancellations must be received at least 14 days prior to your booking.**
  - There is a short-notice cancellations fee of 10% of the total booking fee or \$30 (*whichever is more*).
  - To receive a partial refund, notification of cancellation must be received within at least 1 business day.
  - The application fee is non-refundable
- **Set-up and clean-up must take place during your paid rental time.**
  - Extra fees will be charged for late stays, early entries, damage, and/or failure to clean-up.
  - Extra time is rounded up in 15-minute increments and fees are doubled.
- **Amplified sound must be undetectable outside of the building after 10pm.**
- **Helium balloons are not allowed in either gym due to the risk of damage to the ceiling, lights and vents.**
- **Party Packages: We do not currently offer children's birthday party packages, so room time must be booked hourly.**
  - Use of Gym toys can be added for an additional \$25 per booking.
    - West Gym Indoor Park Toys: Scoot cars, balls, slide, etc.
    - East Gym Tumble Toys: Tumble pads, wedges and balls. (*Bars, beams and trampoline are NOT available.*)
- **We do not allow alcohol. If you are interested in booking an event with alcohol, we can refer you to a site that does.**