

## **RULES GOVERNING USE OF OREGON'S COMMUNITY ROOM**

- 1) The person applying for the permit must be an Oregon resident. Permits are available for reserving dates of the current year and the following year only.
- 2) A deposit of \$200.00 will be collected from individuals/groups prior to using the room. If the room is left in its original state after the event, \$100 will be returned. The deposit will not need to be collected from non-profit groups. However, the individuals/groups will be held liable for any property damage or theft arising from the use of this room. The refund will arrive as a check in the mail two to three weeks after your reservation date.
- 3) The room is not available to those organizations/groups wishing to use the Community Room for profitable purposes. Non-profit groups may not hold fundraising events.
- 4) Requests for cancellation of permits with a full refund must be received at least 14 days in advance of the reserved date by calling the City of Oregon Recreation Department, Janette Root, at 419-698-7169.
- 5) Holder of permits will confine their use strictly to those parts of the building and to such equipment as are specified in the permit. No keys are needed to access the room. There is no key needed for access. Doors will be unlocked.
- 6) The applicant and his group or organization will be held personally responsible for the use of the buildings and property and for persons participating in or attracted by the activity.
- 7) Property damage or theft arising from the occupancy of any portion of the building will be charged against the applicant, and failure to satisfactorily settle for same will cause the cancellation of any further use of City property by the applicant.
- 8) Applicant shall not sublet any part of the building for which he has a permit, or allow any other person/s to use same.
- 9) **No liquor or beer allowed in the Community Room at any time.**
- 10) The group/organization should leave the building no later than 10:00 pm.
- 11) **The room shall be left in its original state. Chairs and tables must be put back in the same location as the applicant found the room. Chairs and tables shall be placed in the proper rack provided for same if additional tables and chairs were set up. Do not adhere anything to the walls or ceiling such as balloons, streamers, posters, etc. No tape, tacks or nails allowed.**
- 12) **Garbage bags must be taken out to the dumpster in back of the Police Department OR taken home with you. We often book the facility on back to back weekend days, and need to have the garbage cans emptied. You must bring your own bags for refuse and recycling.**
- 13) No smoking is allowed in the building.
- 14) Applicants for space should allow ample time for assembling and dispersing of meetings, so that the building may be opened and cleared in the allotted time.
- 15) **The City's dispatch area is next to the Community Room conducting 911 business. Please be sure to keep guests in the Community Room and out of the hallway, along with moderate the noise level. No DJ's or music.**

**I have read the rules governing the use of the Community Room, 5330 Seaman Road, Oregon, Ohio, and hereby agree to all terms and conditions. I will lose my deposit if the rules are not followed.**

Signature \_\_\_\_\_ Telephone # \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

DOB \_\_\_\_\_ Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Date/Time Requested (include set-up and clean-up) \_\_\_\_\_

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*For Office Use Only*

Deposit Collected \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit Returned \$ \_\_\_\_\_ Date \_\_\_\_\_

Condition of room \_\_\_\_\_

Comments \_\_\_\_\_